Greeneville City Schools

129 West Depot Street

Greeneville, TN 37743

(423) 787-8000

PURCHASE REQUISITION FORM

Purchased from _____

Address _____

_____

Phone/Fax numbers _____

Name of employee making request _____

Date of request _____

Purpose of request _____

_____

_____

Quantity	Item #	Description	Unit Price	Total Cost

Charge to Account Number _____ P.O. Number _____

Approved by _____ Date _____