

PAMLICO COUNTY SCHOOLS

REQUISITION FOR REPAIRS, EQUIPMENT, AND SUPPLIES

(To be filled out in duplicate. The Principal should keep one copy and forward the original to Levy Broughton, Maintenance Director.)

Date of Request: _____ **Completed by:** _____

School: _____ **Principal's Signature:** _____

Requests for supplies to be delivered should be made far enough in advance to give about 2 days for delivery to be made. All requests for repairs and supplies must be approved by the principal. Records of issues made to each school will be kept by the Maintenance Department.

SUPPLIES TO BE DELIVERED:

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____
8. _____	_____	_____	_____
		TOTAL	\$

REPAIRS NEEDED:

	DESCRIPTION	COST OF MATERIALS
1.	_____	_____
	_____	_____
2.	_____	_____
	_____	_____
3.	_____	_____
	_____	_____
		TOTAL
		\$

APPROVED BY MAINTENANCE DIRECTOR: _____	DATE: _____
SUPPLIES DELIVERED BY: _____	DATE: _____
DATE REPAIRS COMPLETED: _____	