**REQUISITION – LOCAL SCHOOLS**

Use this requisition to create a

(please mark one)

* check
* purchase order

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date | | | |  | |
|  | | | | | |
| To |  |  | Deliver to | |  |
|  | | | | | |
| Address |  |  | Address | |  |
|  | | | | | |
| Shipping Method |  |  | Terms | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| QUANTITY | ITEM | UNIT COST | EXTENSION |
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**TO THE PRINCIPAL:**

Please purchase from funds in our account \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(name of organization)

|  |  |  |
| --- | --- | --- |
|  |  |  |
| (Authorized Officer) |  | (Sponsor) |

**TO THE VENDOR:** This is your authority to deliver the items listed above. Please furnish two copies of the invoice when the merchandise is delivered.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| (Name of School) |  | (Principal) |

**CERTIFICATE FOR TAX EXEMPTION:**

This is to certify that the property described above is for sole use and benefit of the above named institution and will be used under the control of said institution. It is further certified that the undersigned is authorized by the provision of Act. No. 742, Legislature of 1953, approved September 17, 1953, as principal of said institution to issue this order and to make this certificate.

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  | **(Signature of Superintendent)** |