San Miguel

CATHOLIC, COLLEGE AND CAREER PREPARATORY

SAN MIGUEL HIGH SCHOOL

STUDENTS WORKING FOR A BRIGHTER FUTURE

2008 - 2009 Requisition Form

Requisitioner: _____

Date: _____ Department: _____

Date Required: _____ Grant Funding? _____

				USE FOR PRICE QUOTES					
				Vendor #1		Vendor #2		Vendor #3	
Item #	Description	Unit	Quantity	Price	Extension	Price	Extension	Price	Extension
					$0.00		$0.00		$0.00
					$0.00		$0.00		$0.00
					$0.00		$0.00		$0.00
					$0.00		$0.00		$0.00
					$0.00		$0.00		$0.00
					$0.00		$0.00		$0.00
					$0.00		$0.00		$0.00
					$0.00		$0.00		$0.00
					$0.00		$0.00		$0.00
					$0.00		$0.00		$0.00
					$0.00		$0.00		$0.00
					$0.00		$0.00		$0.00
					$0.00		$0.00		$0.00
					$0.00		$0.00		$0.00
			Subtotal		$0.00		$0.00		$0.00
			Tax						
			Shipping						
			Total						

Vendor: _____

Address: _____

City, ST, Zip: _____

Telephone _____

Fax: _____

Supervisor's Signature: _____

For Business Office Use Only	
Account Code:	
Purchase Order #:	
Date Issued:	

Instructions: Complete this form and submit to SMHS Registrar for office supplies or to your Supervisor for other requests. Once the requisition is approved by the Supervisor, the requisition will be submitted to the Finance Director who will then generate a purchase order and provide a copy to the requisitioner.

UNDER NO CIRCUMSTANCE MAY A PURCHASE BE MADE WITHOUT A PURCHASE ORDER.