REQUISITION PLYMOUTH JOINT SCHOOL DISTRICT

| Vendor: | | | | Date: | | | |
|---|---|-------------|--|--------------------------|--|------------------|-------------------------------------|
| Address: | | | | School: Requested By: | | | |
| | | | | Dept./Group/Grade: | | | |
| Zip: | | | | Special Instructions: | | | |
| Telephone:Fax: | | | | | | | |
| Account No. | <u>Quantity</u> | Catalog No. | | Desription of Item | | <u>Unit Cost</u> | Total Cost (include shipping) |
| | | | | | | | \$0.00 |
| | | | | | | | \$0.00 |
| | | | | | | | \$0.00 |
| | | | | | | | \$0.00 |
| | | | | | | | \$0.00 |
| | | | | | | | \$0.00 |
| | | | | | | | \$0.00 |
| | | | | Shipping and Handling | | | |
| | | | | Total | | | \$0.00 |
| Check here if MSDS Sheets (2) are required for potentially hazardous materials. | If Teaching Materials - These materials will be used in thesubject area in Grade(s) They will be used as part of instruction to reach the following standards/benchmarks. | | | | | | |
| | | | | | | Other comme | ents here also |

Instructions: 1. Complete one for per vendor 2. Be sure of account number

Signatures:

Dept. or Group Leader

3. Submit to Budget Supervisor for Purchase order

Budget Supervisor/Principal

District Office (If no P.O. is sent)