REQUISITION
PLYMOUTH JOINT SCHOOL DISTRICT

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

$\begin{array}{ll}\text { Instructions: } & \text { 1. Complete one for per vendor } \\ \text { 2. Be sure of account number } \\ \text { 3. Submit to Budget Supervisor for Purchase order }\end{array}$
Signatures:

| Dept. or Group Leader |
| :--- |
| Budget Supervisor/Principal |
| District Office (If no P.O. is sent) |

