

**Circleville City Schools**  
**Requisition Form**

**This is not a purchase order**

Purchase Order No. \_\_\_\_\_

Date: \_\_\_\_\_ Company: \_\_\_\_\_

Address: \_\_\_\_\_

Requested by: \_\_\_\_\_ Building: \_\_\_\_\_

Note: Each company must have a separate requisition. Be specific when submitting requisition.

1. Provide complete description
2. Include item number
3. List price of all items
4. Estimate shipping and handling costs

Quantity	Item Number	Description	Unit Price	Total Price
		<b>Shipping and Handling (estimate if necessary)</b>		

Fund	Function	Object	SPCC	Subject	OPU	IL	Job	Amount

Requisitioned by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Supervisor

Approved/Disapproved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Treasurer

Approved/Disapproved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Superintendent