PINELLAS COUNTY SCHOOLS

INTERNAL PURCHASE REQUISITION

Instructions

A purchase requisition must be completely filled out by the staff member requesting services or merchandise. Written approvals must be obtained **prior to the issuance of a purchase order or items being ordered.** Be certain the purpose of purchase is fully detailed (e.g., classroom supplies, fundraiser).

_____

(School Name)

DATE: _____ PURCHASE ORDER #: _____

VENDOR: _____

ADDRESS: _____

PHONE # _____ FAX # _____

PURPOSE OF PURCHASE: _____

Quantity	Stock #	Description	Unit Cost	Extension

TOTAL COST OF MERCHANDISE $: _____

_____ _____ _____ _____

Teacher/Sponsor Signature | Date | Class/Club Officer Signature (if applicable) | Date

_____ _____ _____ _____

Account Name | Account Number | Department Head Signature (if applicable) | Date

PRINCIPAL'S OR DESIGNATED ADMINISTRATOR APPROVAL _____ _____

Date

_____ District PO # (if applicable)