

Cazenovia, NY 13035

Use a separate requisition for each Company and each type of item

**For:** (Check one)

- Equipment \_\_\_\_\_ New \_\_\_\_\_ Replace
- Furniture \_\_\_\_\_ New \_\_\_\_\_ Replace
- Contractual (periodicals, Subscriptions, advert, Fees, Dues, etc.)
- Text/Workbooks \_\_\_\_\_ New \_\_\_\_\_ Replace
- Materials/Supplies
- Software
- Other/Describe \_\_\_\_\_

**Company/Supplier**

V#:

Name:

Street:

City:  State:

Zip:

Phone #:

Fax #:

Date:

Requested by:

Department or Grade:

For School Year 20

Approved by:

Building:

Qty	Catalog #	Unit	Description	Unit Price	Total Price
1					
2					
3					
4					
5					
6					
7					
8					
<b>Subtotal:</b>					
<b>S &amp; H:</b>				10.00%	
<b>Grand Total:</b>					

**FOR OFFICE USE ONLY:**

P.O.#:

Code:

\$ \_\_\_\_\_

Date: Authorization:

Code:

\$ \_\_\_\_\_

Schedule #:

Code:

\$ \_\_\_\_\_

WHITE - Business Office    CANARY - Principal/Supervisor    PINK - Originator