# REQUISITION FORM
# SEMINOLE PUBLIC SCHOOLS I-1

Date 8-8-21

Assignment of Encumbrance Number Necessary Before Purchase

Vendor: Tech to School

Mailing Address: _____

Ship to Address: _____

Billing Address: _____

**REQUISITION PROCEDURES**

1. Complete Requisition Form
2. Teacher - signature
3. Prinicipal - signature
4. Superintendent - signature
5. Assigment of Encumbrance / Purchase Order Number
6. Purchase Supplies

Number 1-5 MUST be completed before ANY purchase can be made. (No Exceptions)

Activity Fund: Tech. Number 887

| FY | Fund | Project | Function | Object | Program | Subject | Job Class | Site | Purchase Order / Encumbrance Number |
|---|---|---|---|---|---|---|---|---|---|
| 22 | 60 | 887 | 2230 | 6538 | 900 | | | 105 | 21 |

| Quantity | Item and Description | Unit Price | Total |
|---|---|---|---|
| 1 | Ipad replace/repair | 325.00 | 325.- |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | TOTAL | 325.00 |

☑ I will submit my own order after Requisition Procedures 1-5 are completed.

☐ I request my order be submitted by the Central Office.

Teacher _____

Principal / Activity Director _____

Superintendent / Administrative Ass't _____

**Central Office Use Only**

☐ Approved ☐ Not Approved

SNIDER - WEWOKA