REQUISITION FORM
SEMINOLE PUBLIC SCHOOLS I-1

Date 7-7-20

Assignment of Encumbrance Number Necessary Before Purchase

Vendor: tech to School

Mailing Address: 1530 Montague Expwy
San Jose, CA 95131

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 complete before ANY purchase can be made.(No Exceptions)

FY	Fund	Project	Function	Object	Program	Subject	Job Class	Site	Purchase Order / Encumbrance Number
21	11	788	1000	653	100	1050		105	1117

Quantity	Item and Description	Unit Price	Total
500	2 year warranty	49.00	24500.00
50	10 pack Ipads	2390.00	119,500.00
		TOTAL	144,000.00

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

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

Teacher Kevin Ozment

Principal/Activity Director [signature]

Superintendent / Administrative Ass't [signature]

SNIDER - WEWOKA