REQUISITION FORM
SEMINOLE PUBLIC SCHOOLS I-1

Date 9-22-2021

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

FY	Fund	Project	Function	Object	Program	Subject	Job Class	Site	Purchase Order / Encumbrance Number
~~22~~	11	793	1000	653	429			105	1348
			1000	600					

Quantity	Item and Description	Unit Price	Total
1	10 pack ipad 5	1990.00	1990.00
10	2 year warranty for Ipad 5	49.00	490.00
1	10 Pack 7th gen Ipads	3190.00	3190.00
10	2 year warranty for Ipad 7th gen	49.00	490.00
		TOTAL	6160.00

☒ 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 K. Ozment

Superintendent / Administrative Ass't Allmett

SNIDER - WEWOKA