

# REQUISITION FORM SEMINOLE PUBLIC SCHOOLS I-1

Date 3-10-22

Assignment of Encumbrance Number Necessary Before Purchase

Vendor: Tech 40 School

Mailing Address: 1530 Montague EXPWY  
San Josey CA 95131

Ship to Address: Seminole Schools District  
600 West 59th St Seminole, OK 74868  
ATTN: Kevin Ozmer

Billing Address: Same

**REQUISITION PROCEDURES**

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

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

Activity Fund: AAH Number 801

FY	Fund	Project	Function	Object	Program	Subject	Job Class	Site	Purchase Order / Encumbrance Number
22	60	801	2199	653	800	-	-	715	745

Quantity	Item and Description	Unit Price	Total
2	Ipads 7 <sup>th</sup> Gen 128 GB Wifi	369.00	738.00
2	2 year warranty	49.00	98.00

**TOTAL** 836.00

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

I request my order be submitted by the Central Office.

Teacher *[Signature]*

Principal / Activity Director *[Signature]*

Superintendent / Administrative Ass't \_\_\_\_\_

**Central Office Use Only**

Approved     Not Approved