

Circle One:

# SCHOOL REQUISITION

# BOARD REQUISITION

## 2021

### Cloverport Independent School District Purchase Requisition

Any purchases made without a signed purchase order will not be reimbursed to anyone.

VENDOR NAME: \_\_\_\_\_  
 STREET ADDRESS: \_\_\_\_\_  
 CITY/STATE/ZIP: \_\_\_\_\_  
 PHONE: \_\_\_\_\_

Commodity Code:		Fixed Asset Y or N:		
Quantity	Catalog #	Description	Price/Unit	Ext. Price
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
			<b>Total</b>	<b>\$0.00</b>

**Requested By:** \_\_\_\_\_

**Date** \_\_\_\_\_

\_\_\_\_\_  
Program Coordinator for Fund 2 Purchases

\_\_\_\_\_  
Authorized Administrator

\_\_\_\_\_  
Denise Smith, Finance Officer

\_\_\_\_\_  
Keith Haynes, Superintendent

MUNIS Code: \_\_\_\_\_ OBJECT: \_\_\_\_\_ Project: \_\_\_\_\_ \$ \_\_\_\_\_

MUNIS Code: \_\_\_\_\_ OBJECT: \_\_\_\_\_ Project: \_\_\_\_\_ \$ \_\_\_\_\_

MUNIS Code: \_\_\_\_\_ OBJECT: \_\_\_\_\_ Project: \_\_\_\_\_ \$ \_\_\_\_\_

Purchase Order #: \_\_\_\_\_

Date \_\_\_\_\_