

SUMMERVILLE UHSD REQUISITION

Summerville Union High School District - 17555 Tuolumne Road, Tuolumne, CA 95370

□ Purchase Order □ Direct Purchase Date Requested Description/Rational This is NOT a Purchase Order. WHEN APPROVED, a Purchase Order can be issued. Requisition must be completed and routed to Department Head and/or Supervisor for approval. Approved Requisitions must be routed to the District Business Office for Purchase Order Processing. Purchases are not authorized without prior approval. Purchase Orders are required for ALL purchases. **Total Price** Item Number **Unit Price** Quantity Complete Description Subtotal Tax Rate Employee Requesting Purchase (7.25% unless otherwise indicated, 0 for No Tax) Estimated Shipping (If unknown, use 10% of subtotal) Department **Estimated Grand Total** ASB* Advisor/Ath Dir Approval Date Principal/Supervisor Approval Date CBO/Superintendent Approval Date ASB* Student Officer Approval: _ To be purchased from: Requisition Notes: Upon receipt of approved requisition: Name of Vendor Option A Contact Requestor to order/purchase: Mailing Address on an established account request reimbursement City/State/Zip other, see Notes Option B Telephone Business office to: FAX issue PO to be faxed/mailed/emailed place order online **Email Address** order with a credit card - No PO's accepted Related Website Notes: Fund - Resource - Yr- Obj - Sub Obj- Goal - Function - Dist Def - Location Budget Number xx - xxxx - x - xxxx - xx - xxxx - xxxx - xxxx - xxxx Prior Bal. New Bal. DISTRICT ASB Acct #: District-assigned PO#