



Stores and Distribution Requisition Work Sheet

Requester: (Order for)	Authorized by:
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Order Description: _____

(General description of items being ordered; e.g., Office Supplies. Maximum of 30 characters.)

Deliver to Work Location # _____	Will pick up at S & D (Walk Thru) Yes ___ NO ___
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Item No.	Unit	Qty.	Cost	Description	Total

(use reverse side and copies of reverse side for additional item.) **Check if more** _____

Requisition Total (including items on reverse side and supplemental pages.)	
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For office use only.

Type: ___ Regular ___ Special ___ Project (Hold Delivery) ___ C Return

Payment Type: ___ Regular ___ Internal Funds ___ Federal

	Fund	Object	Location	Program	Function	Project Tracking System
Account Code:	_____	_____	_____	_____	_____	PTS Code: _____

Delivery Contact:

Approvers: _____

(Can be left blank by school - Principal is assigned by the system.)

<p>Remarks: _____</p> <p>_____</p> <p>_____</p>	<div style="border: 2px solid black; padding: 5px;">Requisition Number</div>
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Order List continued

Item No.	Unit	Qty.	Cost	Description	Total