2019 - 2020

PURCHASE ORDER - REQUISITION REQUEST

PURCHASE ORDERS ARE REQUIRED FOR ANY PURCHASE OVER $300

FOR GENERAL FUND PURCHASES: *Deliver completed form to your campus secretary. Once approved, campus secretary will print a PO form with a PO number for you to use to place order. When your order is received, mark "RECEIVED", date & initial and return to the campus secretary who will forward to the Business Office for payment. PLEASE ATTACH INVOICE AND ALL SUPPORTING INFO.*

VENDOR NAME: _____ Date: _____

ADDRESS: _____

_____

ORDER REASON: _____

_____

Acct Code	Description	Quantity	Unit Price	Total
___-___-_____-___-____-0_____				
___-___-_____-___-____-0_____				
___-___-_____-___-____-0_____				
___-___-_____-___-____-0_____				
___-___-_____-___-____-0_____				
___-___-_____-___-____-0_____				
___-___-_____-___-____-0_____				
___-___-_____-___-____-0_____				
___-___-_____-___-____-0_____				
___-___-_____-___-____-0_____				

Grand Total: $_____

Requestor signature: _____ Date: _____

Campus Principal Approval: _____ Date: _____

Business Mgr. Approval: _____ Date: _____

SHIP TO: **WEIMAR ISD**
ATTN: _____
506 W. MAIN
WEIMAR TX 78962

BILL TO: **WEIMAR ISD**
ATTN: ACCOUNTS PAYABLE
506 W. MAIN
WEIMAR TX 78962

PHONE (979) 725-6300 * FAX (979) 725-8737

NO BACK ORDERS ACCEPTED AFTER 60 DAYS * STATE SALES TAX NO. 746002543