Treasurer's Office Use
Purchase Order Number _____ Vendor Number _____ Building Code _____

# Continental Local School District

# Purchase Requisition

**VENDOR:**

_____

_____

_____

_____

**Phone:** _____

**Fax:** _____

**Requisition Date:** _____

**Requested By:** _____

**Principal:** _____

**Superintendent:** _____

**Program:** _____

Fax Order _____ Phone Order _____

Mail Order _____ Mail Check _____

Pick-Up Check _____ Online Order _____

Date Check Needed by _____

| Quantity | Unit | Description (include item #) | Price | Total Price |
|---|---|---|---|---|
| | | | | $0.00 |
| | | | | $0.00 |
| | | | | $0.00 |
| | | | | $0.00 |
| | | | | $0.00 |
| | | | | $0.00 |
| | | | | $0.00 |
| | | | | $0.00 |
| | | | | $0.00 |
| | | | | $0.00 |
| | | | | $0.00 |
| | | | | $0.00 |
| | | | | $0.00 |
| | | | | $0.00 |
| | | | | $0.00 |
| | | | | $0.00 |
| | | | **TOTAL** | $0.00 |

Original

| FUND | FUNC | OBJ | SPCC | SUBJ | OPU | IL | JOB | AMOUNT |
|---|---|---|---|---|---|---|---|---|
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

Treasure's Office Use
Purchase Order Number _____ Vendor Number _____ Building Code _____

# Continental Local School District

# Purchase Requisition

**VENDOR:**

_____

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_____

**Phone:** _____
**Fax:** _____

**Requisition Date:** _____

**Requested By:** _____

**Principal:** _____

**Superintendent:** _____

**Program:** _____

Fax Order _____ Phone Order _____
Mail Order _____ Mail Check _____
Pick-Up Check _____ Online Order _____
Date Check Needed by _____

| Quantity | Unit | Description (include item #) | Price | Total Price |
|---|---|---|---|---|
| | | | | $0.00 |
| | | | | $0.00 |
| | | | | $0.00 |
| | | | | $0.00 |
| | | | | $0.00 |
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| | | | | $0.00 |
| | | | | $0.00 |
| | | | | $0.00 |
| | | | | $0.00 |
| | | | | $0.00 |
| | | | | $0.00 |
| | | | **TOTAL** | $0.00 |

Duplicate

| FUND | FUNC | OBJ | SPCC | SUBJ | OPU | IL | JOB | AMOUNT |
|---|---|---|---|---|---|---|---|---|
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
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