

**MIAMI TRACE LOCAL SCHOOL DISTRICT
PURCHASE REQUISITION**

VENDOR _____ DATE _____

ADDRESS _____ FUND _____

 IS THERE A SPECIFIC BUILDING THIS PURCHASE
 IS BEING USED FOR? IF SO, PLEASE LIST: _____

FAX # _____ SHIP TO BUILDING _____

EMAIL _____ ATTENTION _____

Quantity	Item #	Description	Unit Price	Total
Please Mark Ordering Method: _____ Treasurer's Office to Order _____ Return to Employee to Order			Sub-Total	
			Shipping If unknown, 10% is recommended	
			TOTAL	

Orders can only be placed for the items listed and approved. Any changes require pre-approval from Treasurer's Dept.

APPROVAL:

 Sponsor or Department Head Building Principal

 Treasurer/CFO Superintendent