MOUNTAIN VIEW SCHOOL DISTRICT

PURCHASING REQUISITION

SCHOOL/DEPT. _____ DATE _____ DATE NEEDED _____ REQ. # _____
From PeopleSoft

COMPANY NAME _____ ☐ WALK ☐ MAIL
Please fill in complete name, address and phone number

PHONE _____

ADDRESS _____ FAX _____

REQUESTS MUST BE ITEMIZED - QUANTITY, PRICE, AMOUNT OF EACH ITEM, TAX AND SHIPPING (IF APPLICABLE)

QUANTITY	CAT. NO.	DESCRIPTION	UNIT PRICE	TOTAL
			Subtotal	
			Shipping	
			Tax	
			Total	

RESOURCE:
Please circle one
00000.0 Unrestricted
00150.0 LCAP TSF
11000.0 Lottery
30100.0 Title I
65000.0 Sp.Ed.
_____ Other _____

GOAL:
Please circle one
00000 Undistributed
11100 K-12 Education
11310 LCAP Goal 1
11320 LCAP Goal 2
11330 LCAP Goal 3
11340 LCAP Goal 4
_____ Other _____

FUNCTION:
Please circle one
10000 Instruction
21400 Staff Development
24200 Library/Media
24950 Parent Participation
27000 School Admin
31400 Health Services
81000 Maintenance
82000 Operations
_____ Other _____

OBJECT:
Please circle one
4100 Textbooks
4200 Other Books
4300 Supplies/Materials
4340 Computer Software
4350 Office Supplies
4370 Custodial Supplies
4380 Maintenance Supplies
4400 Non Capital Equipment
5210 Mileage
5630 Repairs
5640 Computer Repairs
5884 Admissions
5890 Catering
_____ Other _____

LOCATION:
Please circle one
XXX1000 Categoricals
XXX1020 Local Donation
XXX1040 Formula Funds
_____ Other _____

$/% **Enter Account Code Below:**

	Fund	Resource.PY	Goal	Function	Obj	Location
1. ___	___ -	_____ -	_____ -	_____ -	_____ -	_____
2. ___	___ -	_____ -	_____ -	_____ -	_____ -	_____

_____ _____ _____   _____
Requester (print name legibly) Grade Rm. #   Approved by Categorical Program Director (as needed)

_____ _____   _____
Principal/Supervisor (mandatory)   Entered by   Approved by Assistant Superintendent (as needed)
                                   (initials)