



SUHSD REQUISITION

Sonora Union High School District – 100 School Street Sonora, CA 95370

Purchase Order Direct Purchase

Date Requested

Plan	Goal #	LCAP – LEAP – SSP – WASC – CTE – Supplies – Other	Description/Rational

This is NOT a Purchase Order. WHEN APPROVED, a Purchase Order can be issued. Requisition must be completed and routed to Department Head and/or Supervisor for approval. Approved Requisitions must be routed to the District Business Office for Purchase Order Processing.

Quantity	Catalog Number	Complete Description	Unit Price	Total Price

_____	Subtotal <input type="text"/>
Employee Requesting Purchase	Tax Rate <input type="text"/> (7.75% unless otherwise indicated, 0 for No Tax)
_____	Estimated Shipping <input type="text"/> (If unknown, use 10% of subtotal)
Department	Estimated Grand Total <input type="text"/>

_____	_____	_____	_____	_____	_____
Department Approval	Date	Principal/Manager Approval	Date	CBO Approval	Date

Requisition Notes:
Upon receipt of approved requisition:

Option A
Requestor to order/purchase:

- on an established account
- request reimbursement
- with the district credit card

Option B
Business office to:

- issue PO to be faxed/mailed/emailed
- place order online
- order with a credit card - No PO's accepted

Notes: _____

To be purchased from:

Name of Vendor	<input type="text"/>
Contact	<input type="text"/>
Mailing Address	<input type="text"/>
City/State/Zip	<input type="text"/>
Telephone	<input type="text"/>
FAX	<input type="text"/>
Email Address	<input type="text"/>
Related Website	<input type="text"/>

Fund - Resource - Yr- Obj - Sub Obj- Goal - Function - Dist Def - Location

District-assigned PO# _____

Budget Number	xx - xxxx - x - xxxx - xx - xxxx - xxxx - xxxx - xxx	Prior Bal.	New Bal.