

1. REQUISITION NUMBER

SCHOOL NO.	MONTH NO.	REQN. NO.

2. COST ESTIMATE (INCLUDING TAX FREIGHT)

\$

SAN FRANCISCO UNIFIED SCHOOL DISTRICT
REQUISITION FOR PURCHASE ORDER



3. REQUESTED DELIVERY DATE

PAGE 1 OF _____

4 PURCHASE ORDER NUMBER

DATE _____

6. DELIVER TO

6. FUNDING CODE

OBJ	FUND	ORG	FUNC	GOAL	YEAR	RES / PROJ	AMOUNT

7. BUYER

8. ITEM NO.	9. DESCRIPTION—INCLUDE BRAND & IDENTIFICATION NO. IF APPLICABLE	10. VENDOR USE ONLY BRAND OFFERED	11 QUANTITY UNIT	12 UNIT PRICE	13 VENDOR USE ONLY EXTENSION

14. DIRECT QUESTIONS REGARDING THIS REQUISITION TO:

NAME OF PERSON _____

TELEPHONE _____

ACCTG DEPT CODING	RESO. NO.

18. ADMINISTRATOR OR PRINCIPAL (MUST BE SIGNED-DO NOT USE SIGNATURE STAMP) _____ DATE _____

BUDGETARY OR INSTRUCTIONAL APPROVAL _____

15. PREVIOUS P.O. NO., SUGGESTED VENDOR, SPECIAL REQUIREMENTS OR INSTRUCTIONS

19. FEDERAL/STATE FUNDING ONLY:

I CERTIFY THAT THIS EXPENDITURE FOR MATERIALS/SERVICE IS IN ACCORDANCE WITH _____ LAW AND REGULATIONS AND WILL BE USED ONLY FOR IDENTIFIED PARTICIPANTS. SEE PAGE(S) _____ IN THE SITE PLAN.

DATE _____ PRINCIPAL'S SIGNATURE _____

1 & MRR TO: NAME _____

VENDOR CODE _____

VENDOR _____

ADDRESS _____

CITY, STATE AND ZIP _____

PAYMENT TERMS _____ TEL. NO. _____

DATE DELIVERY PROMISED _____ F.O.B. DESTINATION (INSIDE DELIVERY REQUIRED)

BY _____ SIGNATURE _____ TITLE _____ DATE _____

SUB TOTAL

SALES TAX

INVOICE AMOUNT

PURCHASING DEPARTMENT