TIOGA INDEPENDENT SCHOOL DISTRICT
PO BOX 159 · TIOGA, TX 76271
Phone: 940.202.2536 · Fax: 940.202.2587

NEXT YEAR
PURCHASE REQUISITION

VENDOR NAME	**Click here to enter text.**
STREET ADDRESS	
CITY, STATE, ZIP	
FAX #	
PHONE #	

DATE	
DATE NEEDED	
DELIVER TO	
CAMPUS	Click to choose a campus/dept.
PERSON REQUESTING	

Comments: *Enter any comments here.*

For auto calculation and updates of totals and grand total, right-click on the $0.00 and click "Update Field".

CATALOG NUMBER	QTY	DESCRIPTION	UNIT PRICE	TOTAL
	Click here to enter text.	Click here to enter text.	Click here to enter text.	$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
			Shipping and Handling	
			(for auto calculation and updates of totals and grand total, right-click on the $0.00 and click "Update Field") **GRAND TOTAL**	**$ 0.00**

1. **Complete & attach quote or supporting documentation.**
2. **Get campus principal or supervisor's approval.**
3. **Make a copy for your records.**
4. **Submit to Sondra Hall in the Business Office for processing.**

Requestors Signature:

Principal/Supervisor Approval:

FUND	FUNCTION	OBJECT	SUB-OBJECT	ORGANIZATION	FY	PROGRAM	AMOUNT