NORFOLK PUBLIC SCHOOLS

REQUISITION

____Supply Request

____Work Order

____Purchase Request

Requested by _____ Date _____

School _____ Department _____

VENDOR NAME _____

Address _____

City & State _____

Charge to Budget Code No.

_____

Purchase Order No. _____

Quantity	Catalog Number	Description of Items or Services	Unit Cost	Total

Principal/Supervisor _____ Central Office Approval _____

Date Request Completed or Filled _____

Request Completed/Filled by _____