



First Mesa Elementary School

P.O. Box 750

Polacca, AZ 86042

Phone: 928-737-2581 & Fax: 928-737-2323

REQUISITION

DEPARTMENT				VENDOR INFORMATION		ACCOUNT NUMBER	
				Name:			
				Address:			
				City, State, Zip:			
				Phone:			
				Fax:		PAYMENT METHOD	
				Contact Name:		Net 30:	
				Website:		Card:	
						ACH or Other:	
ITEM NO.	UNIT	QUANTITY ORDERED	QUANTITY RECEIVED	PRODUCT #/DESCRIPTION	QTY. PRICE	AMOUNT	
PROVIDE JUSTIFICATION HERE OR ATTACH AGENDA OR EVENT SCHEDULE					SUBTOTAL		
					SHIPPING		
					TAXES		
					TOTAL		

***** SUBMIT YOUR REQUISITION TO CSA FOR APPROVAL BEFORE IT GOES TO THE BUSINESS MANAGER *****

Gray sections are filled out by the business office

REQUESTED BY	DATE	FILLED BY	DATE
APPROVED BY CSA/PRINCIPAL	DATE	P.O. NO. ASSIGNED	DATE
BUSINESS MANAGER FUNDS APPROVAL	DATE	RECEIVED BY	DATE