**BRIGANTINE PUBLIC SCHOOLS**

**PURCHASE REQUISITION**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date:** |  | | **School Year:** | | |  | | |
| **From:** |  | |  | | **To:** |  | | |
|  | | | | | | | | |
| **Company:** | |  | | | | | **Phone:** |  | |
| **Address:** | |  | | | | | **Fax:** |  | |
| **City:** | |  | | **State:** |  | | **Zip Code:** |  |
| **Contact:** | |  | | **Email:** |  | | | |

DESCRIPTION OF GOODS OR SERVICES

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **QUANTITY** | **UNIT**  **(ea., dz., etc.)** | **DESCRIPTION** | **UNIT**  **PRICE** | **TOTAL**  **AMOUNT** |
|  |  |  |  |  |
|  |  |  |  |  |
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|  |  |  |  |  |
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|  |  |  |
| --- | --- | --- |
| TOTAL | $ |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Administrative Approval: |  |  | Funding Source: |  |
|  |  |  | Operating Fund |  |
| Superintendent Approval: |  |  | Grant Fund |  |
|  |  |  | Activity Fund |  |
| Business Admin Approval: |  |  | Other |  |
|  |  |  |  |  |
| Account Number(s): |  |  |  |  |
|  |  |  |  |  |
|  |  |  | PO Number: |  |