Dickson County Board of Education 817 North Charlotte Street Dickson, TN 37055 (615) 446-7571 Fax # (615) 441-1375	# Purchase Requisition

GIVE COMPLETE INORMATION FOR EACH CATEGORY	
Name:	Company:
School:	Address:
Department:	City, State, Zip
Source of Funding:	Date:

Quantity	Catalog Number	Description of Items	Price	Extension
Signature of Supervisor:			Shipping/ Handling	
Applicant's Signature: (if all goods have been received)			TOTAL	

NOTE: All packaging slips and invoice materials must be signed and returned to the central office. Make three copies of this requisition. Keep one and send two to the central office for purchase order. VENDOR ORDER FORMS MAY BE USED IN LIEU OF THIS REQUISITION FORM. (2 COPIES)