



# Purchase Requisition - Activity Account

## Peru Elementary School District 124

Person Making Request \_\_\_\_\_ Date \_\_\_\_\_

Building (circle one) \_\_\_\_\_ District \_\_\_\_\_ Northview \_\_\_\_\_ Parkside \_\_\_\_\_

Grade Level/Department/Activity \_\_\_\_\_

Credit Card - Dist MC PS MC NV MC HyVee Staples WalMart

Vendor Name \_\_\_\_\_ Vendor Charge yes no

Vendor Full Address \_\_\_\_\_

Website (if applicable) \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

- ✓ ***Please complete the following order information OR attach printed list/cart***
- ✓ ***All orders will be placed by the District Office after approval***
- ✓ ***All receipts for Credit Card purchases must be submitted to the principal's office***

Quantity	Item Number & Description	Price Each	Total
	<b>Shipping Cost</b>		
	<b>Total Order Price</b>	-----	

Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_

Superintendent's Signature \_\_\_\_\_ Date \_\_\_\_\_

PO # \_\_\_\_\_