



# Purchase Requisition

## 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
	Shipping Cost		
	Total Order Price	-----	

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

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

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