

**PITTSBURG UNIFIED SCHOOL DISTRICT  
PURCHASE REQUISITION**

Dept/Location \_\_\_\_\_  
Fiscal Year 2011-12

General Description: \_\_\_\_\_  
\_\_\_\_\_

Vendor # \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

	Yes?	No?
Contract: _____		
New Vndr: _____		
If Yes, submit W-9		

Ship To: \_\_\_\_\_  
Address \_\_\_\_\_  
City, State & Zip \_\_\_\_\_  
Attention: \_\_\_\_\_

 **THIS IS NOT A PURCHASE ORDER**

Line No.	Qty	Description of order	UOM	Unit Price	TOTAL
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

BUDGET ACCOUNT NUMBER									<b>SUB-TOTAL</b>	
FUND	RESOURCE	GOAL	FUNCTION	SITE	YEAR	DUO	OBJECT	% or AMOUNT	<b>9.25% TAX</b>	
									<b>10% SHIPPING</b>	
									<b>GRAND TOTAL</b>	

Principal/Site Administrator _____	Date: _____
Associate Superintendent _____	Date: _____

This expenditure is permitted by the regulations governing the categorical program justified above. Furthermore, this expenditure is justified by the school plan on page \_\_\_\_\_.  
Approved \_\_\_\_\_  
District Director Categorical Programs