

# Purchase Requisition

Cabell County Schools

PO Box 446

2850 Fifth Avenue

Huntington, WV 25709

Vendor: Ship to the Following Address

Address: Location:

City, State, Zip: Contact Person(s):

Phone:

FAX: Date:

PURCHASING DEPT USE ONLY Funding Source Budget Account Numbers Amount if <1

Vendor #:

Total Validation (Only applicable when more than one source used)

Qty. Unit Stock # Complete Description Est. Unit Price Total

Subtotal:

Discount:

Adjusted Subtotal:

Shipping:

GRAND TOTAL

Special Instructions:

Person Making the Requisition: \*Principal/Supervisor Approval:

\*Central Office Approval: \*Additional Approval:

\*If required.