

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.