

# KINGSTON CITY SCHOOLS

(Consolidated)

## REQUISITION

P.O. # \_\_\_\_\_

VENDOR & ADDRESS:

SHIP TO:

ORDERED BY:

DATE:

QUANTITY	CATALOG NO.	DESCRIPTION	UNIT PRICE	TOTAL PRICE

\*DEPT. OR AREA  
TO BE CHARGED \_\_\_\_\_

\*REQUESTED I \_\_\_\_\_

\*CODE NO. \_\_\_\_\_

VENDOR NO. \_\_\_\_\_

\*APPROVED I \_\_\_\_\_

INSTRUCTIONS: PREPARE IN DUPLICATE; SUBMIT ORIGINAL TO BOARD OF EDUCATION BUSINESS OFFICE.  
SUBMIT FOUR (4) COPIES WHEN REQUISITION TEN (10) OR MORE ITEMS. GIVE  
DESCRIPTION AND TOTAL PRICE. ( APPROXIMATE IF ACTUAL NOT KNOWN.)

PREPARE SEPARATE REQUISITION FOR EACH VENDOR