REQUISITION TO PURCHASE

COMPLETED BY CENTRAL OFFICE

Requisition #_____

Purchase Order #

Jefferson CountyPublic Schools
Purchasing Unit
3001 Crittenden Drive
Louisville Kentucky 40209-1104

NOTICE:
This is not an order.
No materials or services are to be charged against this form.

Date: _____

Fiscal Year:_____

Cost Center Name: _____

Dept/Loc #: _____

Account Code: Org _____ **Obj** _____ **Proj** _____ **Description**_____

Bid Number / Contract Number:

Quantity	Commodity Code #	Description including Catalog / Product / Item #	Unit Cost	Total Cost
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00

Total of this Requisition: $ $0.00

ORDER FROM:

Vendor Number:_____

Vendor Name :_____

Address:_____

City/State/Zip:

DELIVER TO: Delivery Loc. No.:_____

Name of Person or Dept.:_____

School/Cost Center:_____

Street Address:_____

City/State/Zip:

Ordered By	Dept.	Principal's Signature	Signature Central Office Approval

Method of Delivery: Best Way ____ UPS ____ Prepaid Truck ____ Parcel Post ____ Your Truck ____ Will Call ____

Misc. Notes:

Terms:

F-416-1 (7/10/2003)

Commodity Code # 5690404-168-173-9