BROOKINGS SCHOOL DISTRICT 5-1
2130 8th Street S, Brookings, SD 57006-3507
Phone 605.696.4700 Fax 605.696.4704

REQUISITION FORM

BUILDING TRACKING NO. _____

PURCHASE ORDER NO. _____

SHIP TO: Dakota Prairie Elementary
111 26th Street S.
BROOKINGS. SD 57006

VENDOR #: _____
VENDOR NAME: _____
ADDRESS: _____
CITY/STATE/ZIP _____

Requested by: _____
Date: _____

ACCOUNT NO.	DESCRIPTION	CATALOGUE #	COST CTR	QUANTITY	UNIT PRICE	UNIT (gal, ream, etc)	AMOUNT
							$0.00
							$0.00
							$0.00
							$0.00
							$0.00
							$0.00
							$0.00
							$0.00
							$0.00
							$0.00
							$0.00
							$0.00
							$0.00
							$0.00
							$0.00
							$0.00
					ESTIMATED TOTAL		$0.00

SPECIAL INSTRUCTIONS:

SHIP VIA: U.S. POSTAL SERVICE

APPROVED BY:
Building Principal _____ Date _____
Business Manager _____ Date _____