

BIGGS UNIFIED SCHOOL DISTRICT

300 B Street
 Biggs, CA 95917-1281
 Telephone (530) 868-1281
 Fax (530) 868-1615

DISTRICT OFFICE USE ONLY

PURCHASE ORDER NO. _____

PO NUMBER SHOULD APPEAR ON SHIPPING LABELS AND ALL PAPERWORK.

REQUISITION FORM

VENDOR

Vendor #:

Requested by _____ Date _____

Site: _____ Dept/Mngr: _____

Administrative Approval: _____ Date _____

Resource Object LCAP Code Percent

Order Instructions: Mail Phone Fax Online Email

SHIP TO

BIGGS UNIFIED SCHOOL DISTRICT
 300 B Street
 Biggs, CA 95917-1281

 Attention:

Budget Certification _____

NOTICE:

"A MATERIAL SAFETY DATA SHEET IS REQUIRED FOR ALL CLASSROOM CHEMICALS, CLEANING SUPPLIES, PRODUCTS USED TO OPERATE OFFSET, MIMEOGRAPH AND SPIRIT DUPLICATOR EQUIPMENT, PRODUCTES USED IN ART, CLASSES, MAINTENANCE AND TRANSPORTATION, DEPARTMENT SUPPLIES AND OFFICE SUPPLIES AS REQUIRED."

DISTRICT IS NOT RESPONSIBLE FOR MERCHANDISE NOT SHIPPED TO THE ADDRESS ABOVE.

QUANTITY	UNIT	DESCRIPTION	STOCK NO.	UNIT PRICE	EXTENSION

If total order exceeds 5% must have approval.
 All back orders must be completed within 60 days from date of order.

ORDER RECEIVED BY _____ DATE _____

SUB-TOTAL	
SALES TAX	
SHIPPING	
TOTAL	

Account Coding Key:

Resource = source of state or federal funds Site = Location Dept/Mngr = Site Department and/or Manager
 Object = Expense Category LCAP Code= four digit code to specify the LCAP goal and function of expense
 Percent=Percentage of expense to be allocated to account code combination