

PLUMAS COUNTY SCHOOLS STORES REQUISITION

reset

Date _____

Site _____

Req # _____

Resource _____

Requested By _____

	Action
SPSA Goal	

SF - FD - RESC - GOAL - FUNC - LOC - OBJC - Y

XX - XX - XXXX - XXXX - XXXX - XXX - XXXX - X

Account
Numbers

Vendor					Ship To
Warehouse - Stores					
Qty.	Unit	Unit Cost	Total Cost	Item/Cat No.	Description
Sub Total			Special Instructions		
Tax Rate		7.50%			
Shipping		0			
Total					
Site/Program Approval				Administration Approval	

Purchase Order Number _____