REQUISITION NUMBER

REQUISITION

SEDONA-OAK CREEK UNIFIED SCHOOL DISTRICT
221 Brewer Road, Suite 100 * Sedona, AZ 86336
Phone: (928) 204-6800 * Fax: (928) 282-0232

THIS IS NOT A PURCHASE ORDER!

SCHOOL CONTROL CODE_____

DATE_____

SCHOOL/ DEPT._____

DELIVERY LOCATION_____

VENDOR NAME_____

STREET ADDRESS_____

CITY & STATE_____ ZIP_____

PHONE_____ FAX_____

$5000 - $15,000: (3) Verbal Quotes Required
Attach documentation of vendors contacted.
$15,000 - $30,000: (3) Written Quotes Required
Attach documentation of quotes received.
$30,000 and up: Sealed Bids/ RFP's Required.
Contact Purchasing Office.
State/ Mohave Contract #_____

FUNDING CODE INFORMATION (FOR DISTRICT OFFICE USE ONLY)					
FUND	PROGRAM	FUNCTION	OBJECT	UNIT	PROJECT

P.O. HANDLING

_____ Mail to Vendor

_____ Fax to Vendor

_____ Return Vendor Copy

TEXT/ INSTR. AIDS*	QTY.	UNIT	ITEM DESCRIPTION PRODUCT/ISBN # COLOR / SIZE	UNIT COST	TOTAL

*All textbooks must be adopted by the Governing Board. New textbooks require 60 day preview period at the District Office.
Principal's initials required on all textbook orders:

Computer/ Software Orders Require Technology Director's Approval.

TOTAL PG 1	
TOTAL PG 2	
SUBTOTAL	
TAX	
SHIPPING	
GRAND TOTAL	

Adopted

New (Send display copy to District Office)

REQUESTED BY_____ APPROVAL_____
(DISTRICT OFFICE)

APPROVAL_____
(PRINCIPAL/ SUPERVISOR)

7/01