HARALSON COUNTY BOARD OF EDUCATION

* * 2022-2023 REQUISITION FORM * *

School: Choose a location.	**Date:**

Purpose: (must check one): ☐ Standards Instruction / Compliance ☐ Safety / Security ☐ Productivity ☐ Consumable ☐ Replacement ☐ Other _____

Program Code (check only one): ☐ QBE ☐ Charter ☐ CTAE ☐ Gifted ☐ Media ☐ Title I ☐ Pre-K ☐ L4GA ☐ Title V ☐ Special Ed

Expenditure Category (check only one):
☐ Purchased Services 300 ☐ Repairs 430 ☐ Supplies 610
☐ Computer Software 532/612 ☐ Expend. Equip < $5000 615 ☐ Expend. Comp Equip< $5000 616
☐ Textbooks 641 ☐ Books/Periodicals 642 ☐ Dues & Fees 810

_____
Requisition #

_____
P.O. #

Principal/Dept. Head Signature:	**Date:**

_____
Vendor Name

_____
Address

_____
City, State, Zip

Vendor's Phone #_____Fax#_____

Choose an item.
_____
School (Place of Delivery)

Choose an item.
_____**Room #**_____
Address

Choose an item.
_____
City, State, Zip

Attn: (Name orDept.)_____ _____

SIP Goal (Federal funds only)	Quantity	Item number	Description or Title & Publisher	Unit Cost	Total Cost

Account Number:	SUB-TOTAL	
	TOTAL	

... Attach order form if necessary

Please Do Not Write on Back of this Form

If amount exceeds $3,000 check one: ☐ Preferred vendor ☐ 2nd quote attached