

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)						P.O. HANDLING
FUND	PROGRAM	FUNCTION	OBJECT	UNIT	PROJECT	
						_____ Mail to Vendor
						_____ Fax to Vendor
						_____ Return Vendor Copy

TEXT/ INSTR. AIDS*	QTY.	UNIT	PRODUCT/ISBN #	ITEM DESCRIPTION	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.

Adopted

New (Send display copy to District Office)

TOTAL PG 1	
TOTAL PG 2	
SUBTOTAL	
TAX	
SHIPPING	
GRAND TOTAL	

REQUESTED BY _____ APPROVAL _____
(DISTRICT OFFICE)

APPROVAL _____
(PRINCIPAL/ SUPERVISOR)