

VINTON COUNTY LOCAL SCHOOL DISTRICT

REQUISITION FORM

Requested by:

Requisition #:

Building/Grant:

Date:

Vendor Name*:

Purchase Order #:

Principal:

Purchasing Agent:

Vendor #

Treasurer:

*If new vendor, include complete address and phone/fax number.

Uniform School Accounting System (USAS) Budget Codes

Fund	Function	Object	SCC	Subject	Op. Unit	Inst.	Job	Amount
123	1234	123	1234	123456	123	12	123	\$\$\$\$\$\$\$

Quantity	Item Description	Unit Price	Total Price
Shipping and Handling			
Total			