Ridgway Area School District

REQUISITIONS

What is the Purpose of the Form?

This form is used to receive approval for and to initiate the order of any supply service.

Who Should File the Form?

The employee who desires the district to purchase a supply or service. The form should be filed with the building principal or supervisor.

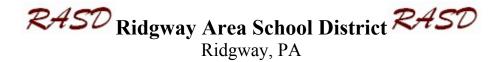
When Should the Form be Filed?

The approval process takes from one (1) to three (3) days. Requisitions should be filed and approved before submitted any orders in the name of the school district.

Special Notes:

The district also has annual requisitions for books and supplies. This form should be used to order additional items or services during the year or to initiate the actual order of previously approved items.

Revised: July 2018



Requisition

Complete and submit to the principal. Please be certain that all required information is furnished.

Name of Company Address		Employee Requesting Items Date		
Quantity	Description of Item	Catalog No.	Unit Price	Price
Approved	Not Approved	Maintenance/Custodial		Date
Approved	Not Approved	Principa	al/Supervisor	Date
Approved	Not Approved	Finance	e Manager	Date
Approved	Not Approved	Superintendent		Date

Revised: July 2018