PURCHASE REQUISITION (Manual Submission)

HURON CITY BOARD OF EDUCATION

DATE

Huron City Schools
712 Cleveland Road E.
Huron, OH 44839

PURCHASE ORDER NO.

THIS REQUISITION MUST BE TYPEWRITTEN

VENDOR NUMBER: _____

NAME: _____

DELIVER TO: **Board of Education**
Huron City Schools
712 Cleveland Rd E.
Huron, OH 44839

FUND	FUNC	OBJECT	SCC	SUBJECT	OU	IL	JOB	AMOUNT

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
		SHIPPING CHARGES (Estimate if unknown)		
			TOTAL	

MUST BE ENTERED ELECTRONICALLY AT YOUR BUILDING

See your building Secretary

_____
Person making request