REQUISITION

FORM MUST BE COMPLETED AND APPROVED BEFORE ANY ITEMS ARE ORDERED

AUSTINTOWN LOCAL SCHOOL DISTRICT
700 S. RACCOON ROAD
AUSTINTOWN, OHIO 44515
Phone: 330-797-3900 Ext. 1505 **Fax No. 330-792-8625**

THIS IS NOT A PURCHASE ORDER

CHECK CODE NUMBER

☐ 1. Instructional Supplies
☐ 2.Textbooks
☐ 3. Teaching Aids
☐ 4. Repair
☐ 5. Services
☐ 6. New Equipment

BOARD	☐	FITCH	☐
AMS	☐	AIS	☐
AES	☐	AELC	☐
SPECIAL ED	☐	FOOD SERV.	☐
FITNESS CTR	☐	TRANSP.	☐
MAIN_____	☐	ATHLETIC	___

Date:

Requisitioned by:	**Ship to which school**
Department/Activity:	**Special Instructions**

PO Number: _____

Vendor #: _____

TI-FUND-FUNC-OBJ-SPCC-SUBJ-OPU-IL-JOB	Amount $ _____
TI-FUND-FUNC-OBJ-SPCC-SUBJ-OPU-IL-JOB	$ _____
TI-FUND-FUNC-OBJ-SPCC-SUBJ-OPU-IL-JOB	$ _____
TI-FUND-FUNC-OBJ-SPCC-SUBJ-OPU-IL-JOB	$

Quantity	Unit	Catalog Number	Description	Unit Price	Amount

Principal Approval:	Shipping	
Authorized Administrator:	Total	

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