

**THE KENTON COUNTY SCHOOL DISTRICT**



Req # \_\_\_\_\_

**REQUISITION**

Gen Description \_\_\_\_\_

( ALL INFORMATION MUST BE COMPLETED CORRECTLY AND LEGIBLY )

DATE \_\_\_\_\_ DELIVERY LOCATION \_\_\_\_\_

TEACHER/DEPT \_\_\_\_\_

VENDOR NAME \_\_\_\_\_

BUDGET \_\_\_\_\_

ADDRESS \_\_\_\_\_ ACCOUNT # \_\_\_\_\_

REQUESTED DELIVERY DATE \_\_\_\_\_

	QTY	PART NUMBER	ITEM DESCRIPTION	UNIT PRICE	TOTAL PRICE
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Special Instructions:

_____ % Discount	
Shipping	
<b>Total</b>	

**CIRCLE THE TYPE OF PURCHASE, FILL IN ANY APPLICABLE BLANKS, AND ATTACH ANY REQUIRED DOCUMENTATION**

- |  |  |
|--|--|
| 1. Bid No _____  | 8. Perishable Items                      |
| 2. State/Fed Gov 't Agency/Coop Contract _____   | 9. Resale Item                           |
| 3. Competitive Negotiations ( Small Purchase Determinations & Findings Form Required ) | 10.Replacement Parts                     |
| 4. Small Purchase  | 11.Significant Savings                   |
| 5. Emergency ( Declared by Superintendent ONLY )                                       | 12.Authorized Travel Outside of District |
| 6. Single Source   | 13.Copyright Material                    |
| 7. Licensed Professional / Technician  | 14.Other/Explanation _____               |

**DETERMINATIONS & FINDINGS FORM IS REQUIRED FOR ITEMS 5-11**

Teacher / Dept. Head \_\_\_\_\_ Principal \_\_\_\_\_

Date \_\_\_\_\_ Date \_\_\_\_\_

Program Coordinator \_\_\_\_\_ Purchasing \_\_\_\_\_

Date \_\_\_\_\_ Date \_\_\_\_\_