

GRANDVIEW HIGH SCHOOL
PO BOX 310, GRANDVIEW, TEXAS 76050

ACTIVITY PURCHASE REQUISITION

Vendor: _____

 Phone: _____
 Fax: _____

Date _____
 Check # _____

Sponsor Signature _____
 Principal Signature: _____

ACCOUNT NAME

Qty	Number	Description	Unit Price	Total
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
Sub Total				\$
S&H				\$
TOTAL				\$

All items requested are to be turned in on a purchase requisition to the building principal. Upon his/her approval, the items will be ordered. The requisition will be returned to the sponsor to the teacher to keep and check off the items as they are received. When all items have been received, please return the requisition with the receipt to the building principal.