

# GRANDVIEW ISD

## Purchase Requisitions

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Need complete name and address

Name in Vendor needs to be who the check is to be made out to

Need Date

Need account number

Amount has to be within budget amount

Amount entered has to match the requisition

All requisitions need to be returned to Administration Office when items are received

**DO NOT** call in orders or register for classes or workshops without a PO number. If the order is called in before approved it may be Out Of Pocket of the person who ordered or registered.

Before entering the requisition make sure the vendor is correct, there could be more than one vendor with the same name. Make sure name and address matches before entering.