

# DANVILLE LOCAL SCHOOLS REQUISITION

**TO THE BOARD OF EDUCATION:**  
The following is needed for

**DATE**

I intend to hand carry this P.O.

I intend to order by phone, return P.O.

Please mail purchase order

**Special Instructions:**

\_\_\_\_\_  
Attention

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Street

\_\_\_\_\_  
City State ZIP  
*Please give complete current address*

	FUND	FUNC	OBJ	SPCC	SUBJ	OPU	IL	JOB	AMOUNT
Account #									
Account #									
Account #									
Account #									
Account #									
Account #									

Signed \_\_\_\_\_  
APPROVED:

\_\_\_\_\_  
Principal or Supervisor

Date

Purchase Order # \_\_\_\_\_

Vendor# \_\_\_\_\_

\_\_\_\_\_  
Superintendent

Date

Quantity	Item	Description	Unit Price	Total Price
Shipping and Handling if applicable				
<b>TOTAL</b>				

**Bid and Quote Confirmation**

(Required for any purchase totaling \$50 or more)

If this requisition is for less than a total of \$50 or you believe there is some other reason that the bid process is not appropriate please explain in box 1. Otherwise please complete form below.

**Item Description/s**

**Describe need or reason you are requesting this expenditure**

**List three merchants/sources contacted and results**

**Merchant 1**

**Cost 1**

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**Merchant 2**

**Cost 2**

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**Merchant 3**

**Cost 3**

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**Bid selected**

**Reason Bid was Selected**