## Casa Grande High School Requisition v#

This is not a Purchase Order Date: Vendor Name: Request from: Address: Department: Phone: Room #: Contact/Email: Prepare a requisition for each vendor. Vendor MUST accept PO's. Need Deliver to: contact & email where PO is to be sent. Attach a W-9 if a new vendor. Attach cart/quote with item #'s, quantities & costs. Include shipping, tax, By: X totals, and a signature. A Department Chair must okay budget source. Unit Cost: Item Description / Purpose Quantity: Total Cost: (includes item number, quantity, cost, See Attached Quote total cost, description, subtotal, shipping, and tax) Purpose: Shipping & Handling: Subtotal: Rate: 9.500% Tax: **Budget Title:** Total USD \$ or Budget No.: Approved by: X Date: Signature of Department Head or Principal For Office Use Only Bill To: Petaluma City Schools Ship To: Casa Grande High School Requisition #: 200 Douglas St., Petaluma, CA 94952 333 Casa Grande Road Submit Date: Invoices to: apsupport@petk12.org Petaluma, CA 94954