

OKLAHOMA CITY PUBLIC SCHOOLS

Requisition Form

(Form is fillable with Adobe)

Date Stamp

Date:

SAP Information

| |
|--------------------|
| PR#: |
| PO#: |
| Goods Receipt: |
| PCard Transaction: |
| Do Not Mail: |

Vendor Information

| |
|-----------------|
| Vendor#: |
| Name: |
| Address: |
| |
| Phone#: |
| Contact person: |

Activity Fund Information

| |
|---------------|
| Cost Center: |
| Order #: |
| Sponsor Name: |

| Items No. /Description | Quantity | Unit | Unit Price | Total Cost | GL Account Assignment |
|---|-----------------|-------------|-------------------|-------------------|------------------------------|
| <small>Note: Clear and exact specifications must be printed on this requisition form before purchasing can process order.</small> | | | | | |
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| Total: | | | | | |

Activity Fund Sponsor Signature & Date: _____

Attach receipts, invoices, order forms or registrations.