

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>					
Total:					

Activity Fund Sponsor Signature & Date: _____

Attach receipts, invoices, order forms or registrations.