Requisition No.

Office of Christine Lizardi Frazier
Kern County Superintendent of Schools
Advocates for Children

BUSINESS OFFICE USE ONLY
Encumbered

PURCHASE REQUISITION

Date: _____ Ship to number: [ ]

Description: _____ _____
(Site Name and Object Code Description)

Vendor Number: [ ] Submitted by: _____

Vendor Name: _____

LN	FD	SI	RE	YR	OBJ	SUB OBJ	GOAL	FUNCT	SERV TYPE	DIST	SCH	TOTAL
1												$
2												$
3												$
4												$
5												$
6												$

Item No.	Line No.	Qty.	Unit	Unit Cost	Description Use additional lines if necessary	Total Cost (Optional)

_____ _____
Department Approval Date

_____ _____
Business Office Approval Date

White: Business Office Canary: Department
SS:05 Rev. 7/09