Dickson County Schools
Purchase Requisition

Purchase Order # assigned: _____

817 North Charlotte Street Dickson, TN 37055
(615) 446-7571 phone (615) 441-1375 fax

GIVE COMPLETE INFORMATION FOR EACH LINE	
Name:	Company:
School:	Address:
Department:	City, State, Zip:
Source of Funding:	Date:

Quantity	Catalog Number	Description of Items	Price	Extension
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
Signature of Supervisor:			Shipping / Handling	$ 0.00
Applicant's Signature:			TOTAL	$ 0.00

All packaging slips and invoice materials must be signed and returned to Central Office.
Make two copies of this requisition. Keep one and send one to the Central Office for purchase order.
Vendor Order Forms may be used in lieu of this form. (2 COPIES)

Revised 6.20