

**Encinitas Union School District**

**Purchase Requisition (not a Purchase Order)**

Date Prepared
Site/School
Date Needed

Purpose/Justification
Originator
Authorizing Signature

Budget Number					
Fund	Resource	Goal	Function	Object	School

Suggested Vendor (include address and phone if available)

Quantity	Unit	Description	Unit 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

SubTotal \$0.00

FOR ACCOUNTING USE ONLY	
PO Number	
Ordered	
Expect Delivery	

Tax  
 Freight  
 TOTAL \$0.00