THE SCHOOL DISTRICT OF ESCAMBIA COUNTY Accounting Operations - School Internal Funds 75 North Pace Blvd., Pensacola, FL 32505 Phone: 429-2917	PURCHASE REQUISITION / REQUEST FOR PURCHASE ORDER (For Internal Funds Purchases)
INSTRUCTIONS: Teachers/Staff will prepare this form and obtain all required signatures. This form when presented to the bookkeeper constitutes prior written approval for all purchases. SECTION I MUST ALWAYS BE COMPLETED. SECTION II Must be completed when a purchase order is required.	
SECTION I	
PAYEE/VENDOR:	ACCOUNT NAME TO BE CHARGED:
Address:	
City, State, Zip:	Account No.:
DATE REQUESTED: AMOUNT REQUESTED: THESE FUNDS ARE BEING SPENT FOR:	
TEACHER/SPONSOR	PRINCIPAL OR DESIGNEE
SECTION II	
DATE REQUIRED: SHIP VIA: TERMS:	
QTY. ITEM CODE DESCRIPTION OF ITEM	I PURCHASED UOM COST TOTAL
Purchase Order to be sent by office	SUBTOTAL ESTIMATED SHIPPING SALES TAX
Purchase Order to be picked up by teacher/staff member TOTAL	
9500-INT-021 Revised: February 28, 2011	