

ARCADIA – REQUISITION

DATE: _____

PAYABLE TO:

REQUESTED BY: _____

ACCOUNT CHARGED: _____
(ie. Principal, Athletics, Café. Class of 20__, etc.)

P.O. TO BE: **(check one)**

- RETURN TO REQUESTOR for ordering
- FAX TO (_____) _____ - _____
- OTHER _____

Quantity	Unit	Description	Unit Price	Total
For Office Use Only: FUND – FUNC – OBJ – SCC – SUBJ – OPU – IL - JOB				
			Total	\$

SUPERVISOR: _____

SUPERINTENDENT: _____