# Gulfport School District

# REQUISITION

| Originator | | Recommended Source | |
|---|---|---|---|
| School/Dept. | | Company | |
| Staff Signature | | Mailing Address | |
| Principal/Dept Head Signature | | City | State / Zip |
| Approval Date | | Phone | FAX |

| ITEM NO. | QUANTITY | COMPLETE DESCRIPTION OF ITEMS | ESTIMATED UNIT COST | ESTIMATED AMOUNT |
|---|---|---|---|---|
| | | | | $0.00 |
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| | | Shipping and Handling | _____ | |
| EXPENDITURE CODE: | | | TOTAL | $0.00 |

BUDGET FUNDS AVAILABE: __Yes __No
REMARKS: _____

DISTRICT APPROVAL: _____

DATE RECEIVED: _____
P.O. # Issued: _____