

P.O. Box 208 - 512 Main Street, Colfax, LA 71417

Grant Parish School Board Phone: 318-627-3274 Purchasing Dept. Fax Number: 318-627-0064

REQUEST INFORMATION

P.O. # _____ Date: _____

School or Individual Name: _____

Name of Vendor: _____

Address of Vendor: _____

Phone Number of Vendor: _____ Fax # _____

ITEMS REQUESTED

Item #	Quantity	Product Description	Unit Price	Total Price
TOTAL REQUISITION AMOUNT				

REQUEST AND JUSTIFICATION

Requested By: _____ School: _____

Justification: _____

Charge Codes: _____

APPROVAL

Supervisor's Signature: _____ Date: _____