

Doniphan County Education Cooperative #616

P.O. Box 399

135 South Main

Troy, Kansas 66087

Ph / 785-982-4204

Fax / 785-982-4206

PURCHASE REQUISITION FORM

Complete the information and obtain approvals below. Forward the completed and approved form to the DCEC office. Forms that are not approved or incomplete will be returned to the teacher. Do not use this form to order stationery, furniture or general office supplies. If you have questions call the DCEC office.

Teacher Request: Date: _____ Name: _____ Department: _____ Phone: _____ Delivery Location: <u>DCEC office</u> PO# or Visa: _____ (Office use only)	Vendor Info: Name: _____ Address: _____ _____ Phone: _____ Fax: _____ Attn: _____
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Item#	Quantity	Description	Unit Price	Total

Special Instructions:

Signature of Director

Date

Signature of Teacher

Date