

Purchase Requisition

Fax: 618-262-7912

218 West 13th
Mount Carmel, IL
62863
Phone: 618-262-4181
www.d348.wabash.k12.il.us

Vendor

Name:

Address:

City:

State:

Zip:

Phone:

Fax:

Date:

Account Name:

Ship to:

Building:

Name:

Address:

City:

State:

Zip:

Account #:

Catalog Number	Description	Quantity	Unit Price	Amount
Sub-total				
Total				

Requested by:
(Print then sign here)

Approved by:

- Instructions:**
1. Fill in all information in this form
 2. Click the print button on the upper right to print the form for submission as in the past
 3. Click the submit via e-mail button to submit the data only to the district office for their records