

Dawson Independent School District

199 N. School Ave. | Dawson, Texas 76639 | 254.578.1031 | 254.578.1721 (FAX) | www.dawsonisd.net



Purchase Requisition

District Information

Requested by	
Date	
Department	

Vendor Information

Name	
Address	
Phone	
Fax #	
Tax ID	

Purchase Requisitions **will NOT** be accepted unless this form is signed and approved with the required signatures prior to purchase.

Purchase Information

Item Description	Qty.	Unit Cost	Total
Subtotal			
Shipping			
Total Cost			

Account Information and Signature

Charge to		Date Needed	
Signature		Print Name	

District Approval

Dept. or Principal		Date	
Superintendent		Date	

Business Office Information

Date Item(s) Received	
P.O. # Issued	