

**SWARTZ CREEK COMMUNITY SCHOOLS
PURCHASE REQUISITION**

DATE: _____

VENDOR NAME: _____

BUILDING: _____

VENDOR ADDRESS: _____

REQUESTED BY: _____

APPROVED BY: _____

BLDG OR PROGRAM DIRECTOR SIGNATURE

ACCOUNT # _____

DELIVERY: BLDG WAREHOUSE

(Check one)

ITEM #	DESCRIPTION	QTY	UNIT PRICE	TOTAL
GRAND TOTAL				