HAYS CISD Purchase Request Form

	Office
	Fax

Today's Date: _____

Requisition #:	
Purchase Card:	
Request for Check #:	

This is not an active purchase order and cannot be used for any purchases.

Vendor Name:		**Vendor #:**	
Vendor Contact email & phone:			

FUNDING For Purchase:

Account	**Balance**	**Verified?**	**Principal/Director Approval**
Budget? ☐			X
Account	**Balance**	**Verified?**	**Principal/Director Approval**
Activity Fund? ☐			X

If activity fund, assignment name & number:			
Budget Code:		*Budget Code:*	
Budget Code:		*Budget Code:*	

Order Description:

** You only have to enter line 1 if you attach a quote or shopping cart ** enter "see attached Quote" or "Cart attached"

Quantity	Description	Unit Price	Amount
			$ 0.00
			$ 0.00
			$ 0.00
			$ 0.00
			$ 0.00
			$ 0.00
			$ 0.00
			$ 0.00
			$ 0.00
	Estimated Shipping:		$ 0.00
			$ 0.00

Club/Department: _____

Requested By: _____ DATE: _____

Printed Name

*** Staff please forward completed form with quote/bid/contract or other supporting documentation to your bookkeeper ***

**** Bookkeeper, please attach all backup in TCM for Requisitions, Request for check & Purchasing cards ****