

**Encinitas Union School District**

**PURCHASE REQUISITION**

(This is not a Purchase Order)

*p. 3*

Date Prepared <i>3-25-15</i>	Resource and Function <i>E-books</i>	Originator <i>Mentes/Corrales</i>
Site/School <i>Ocean Knoll</i>	Purpose/Justification (Object)	Authorizing Signature
Date Needed		

Budget Number	Fund	Resource	Goal	Function	Object	School
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Suggested Vendor (Inc. address and phone no. if available)

<i>Follett School Solutions</i>

Consultant SS# \_\_\_\_\_

Material to be ordered on approval only with \_\_\_\_\_ day preview.

*p. 3*

Quantity	Unit	Description	Unit Price	Extension
<i>1</i>	<i>1</i>	<i>5033AFX What holds us to Earth - a look at gravity</i>	<i>39.99</i>	<i>39.99</i>
<i>1</i>	<i>1</i>	<i>5029FJ1 What is climate</i>	<i>25.13</i>	<i>25.13</i>
<i>1</i>	<i>1</i>	<i>5117IY2 What is weather</i>	<i>33.90</i>	<i>33.90</i>

FOR ACCOUNTING USE ONLY	
P.O. No.	
Ordered	
Expect Delivery	

1. Accounting
2. Purchasing
3. Return to Site with PO.
4. Retained by Requisition

Sub-Total	<i>99.02</i>
Tax	<i>0</i>
Freight	
TOTAL	<i>1006.01</i>