



**MORRISVILLE-EATON CENTRAL SCHOOL DISTRICT**

PO Box 990  
 Morrisville, NY 13408  
 Phone: 315-684-9158  
 Fax: 315-684-9171

Form REQ-1  
**SUPPLIES/MATERIALS,  
 EQUIPMENT, and  
 CONTRACTED SERVICES  
 REQUISITION FORM**

Date: \_\_\_\_\_

**ORDERING FROM**

**PERSON PLACING THE ORDER**

Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Fax #: \_\_\_\_\_

Ship To: \_\_\_\_\_  
 Building: \_\_\_\_\_  
 Dept/Grd: \_\_\_\_\_

FUND	FUNCT'N	OBJECT	LOCAT'N	PROGRM
		XXX		

PO #	VENDOR#

ITEM #	QTY	ITEM DESCRIPTION	UNIT \$	TOTAL COST
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**SUPPLIES/MATERIALS (Object 450)**

			\$	-
			\$	-
			\$	-
			\$	-
			\$	-
			\$	-
			\$	-
			\$	-

*Attach additional sheets if needed.* Subtotal Supplies: \$ -

*For large orders, you may attach web page printout of the items and enter "See Attached" above*

**EQUIPMENT (Object 200)**

			\$	-
			\$	-
			\$	-
			\$	-

*Attach additional sheets if needed.* Subtotal Equipment: \$ -

**CONTRACTED SERVICES (Object 400)**

			\$	-
			\$	-
			\$	-
			\$	-

*Attach additional sheets if needed.* Subtotal Contracted Services: \$ -

Subtotal All: \$ -

*If shipping is unknown, estimate at 15%*

Shipping: \_\_\_\_\_

**TOTAL:** \$ -

Approved by Supervisor \_\_\_\_\_

Approved by Asst Superint. \_\_\_\_\_