

# WAREHOUSE REQ EXAMPLE

# WAREHOUSE REQ.

PLEASE MAKE SURE TO FILL OUT ALL OF THE INFORMATION ASKED FOR:

PHOENIX UNION HIGH SCHOOL DISTRICT REQUISITION							
FOR WAREHOUSE SUPPLIES & SERVICES ONLY							
<b>METRO TECH</b>				<b>MARIA PIAZZA PALOTTO</b>			<b>August 9, 2018</b>
SCHOOL OR DISTRICT DIVISION				REQUESTED BY			DATE
CTE/ STRAND 2							
DEPARMENT				SCHOOL PRINCIPAL			
CHRISTINA HAHN							
DEPARTMENT HEAD							

ENTER YOUR ACCOUNT CODE

001	270	1000	6613	212	0	000	MMZP
FUND	PROGRAM	FUNCTION	OBJECT	UNIT	SUBUNIT	RESPONSIBILITY	PROJECT

**\*\*CHECK WITH INSTRUCTIONAL LEADERS FOR M&O (001) CODES\*\***

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VENDOR CATALOG NUMBER	QUANTITY	UNIT OF ISSUE	GIVE COMPLETE DESCRIPTION – INCLUDING MODEL NUMBER – TYPE OF SERVICE REQUIRED – LOCATION AND DESCRIPTION OF PROJECT – SUGGESTED SOURCE	UNIT COST	TOTAL COST
10570	4	EACH	ERASERS- WHITEBOARD DRY ERASE	\$1.66	\$6.64
11810	4	BOX	PENCILS #2	\$0.73	\$2.92
12720	6	EACH	TAPE- TRANSPARENT 3/4 X 1296, 1" CORE	\$0.78	\$4.68
14025	1	PACK	TAPE- CLEAR (6 PACK)	\$16.60	\$16.60
32020	3	BOX	TISSUE FACIAL	\$0.58	\$1.74
30916	10	EACH	HAND SANITIZER (PURELL) 8OZ 9659	\$3.40	\$34.00

**NO TAX CHARGED FOR WAREHOUSE ORDERS**

					\$0.00
					\$0.00
					\$66.58
PLEASE COMPLETE AND EMAIL OR PRINT AND SUBMIT TO YOUR PRINCIPALS ASSISTANT/ BOOKSTORE TO ENTER INTO VISIONS.					

ORDER MUST BE  
TOTALLED

**\*\*M&O (001) REQS MUST BE SUBMITTED TO NAOMI RIVERA FIRST FOR APPROVAL\*\***