Date: _____

REQUISITION

	APPROVED	NOT APPROVED
Principal		
Superintendent		
Treasurer		

NOTES OR REMARKS: *(Updated Form 6/8/17 C. Ellis)*

FUND	FUNC	OBJ	SCC	SUBJCT	OPU	IL	JOB	AMOUNT

REQUISITIONED BY (SIGNATURE)

DEPT / BLDG / GRADE / ACTIVITIY

DATE REC'D (OFFICE USE)

BROOKFIELD LOCAL SCHOOL DISTRICT

614 BEDFORD ROAD SE
BROOKFIELD, OHIO 44403
Phone #'s: Board 330-448-4930, High School 330-448-3001,
Middle School 330-448-3003, Elementary 619-5240

PO #: _____
Approved Date: _____

****ALL DELIVERIES/ORDERS SHOULD BE DROPPED OFF AT DOOR #1 (High school main entrance).****

✓ one:

☐	Open PO - Purchase orders that are opened then paid with one invoice and closed.
☐	Open PO/with Deposit - Purchase orders that are opened, a deposit is paid, then paid in full later with one invoice and closed.
☐	Blanket PO - Blankets are purchase orders that are opened and paid on multiple times throughout the year.

VENDOR INFORMATION: NAME AND ADDRESS

VENDOR # FOR OFFICE USE ONLY

_____
_____
_____
_____

YOU MAY ORDER ONCE YOU HAVE RECEIVED THE APPROVED PO

- ☐ Brookfield Elementary
- ☐ Brookfield Middle School
- ☐ Brookfield High School
- ☐ Brookfield Maintenance
- ☐ Brookfield Cafeteria/Food Service
- ☐ Brookfield Bus Garage, 7015 Grove St.
- ☐ Brookfield Board of Education
- ☐ Brookfield Board of Education

Quantity	Item #	Description	Unit Price	Total Dollar Amount
		EVENT OR FIELD TRIP DATE:	**GRAND TOTAL:**	

SCHOOL DISTRICTS ARE EXEMPT FROM FEDERAL EXCISE TAX (Fed ID No. 34-6000342) AND OHIO SALES TAX (No. A-284200)