

HERNANDO COUNTY SCHOOLS

REQUISITION # _____

Intra-Schools

REQUEST FOR PURCHASE

DIRECTIONS: This form is to be completed and E-mailed to the Bookkeeper for administrative approval prior to issuance of an official purchase order. *All textbooks (k-12) and novels (6-12) assigned to students must be School Board approved. **Locked cells require handwritten signatures**

From	<u>IB</u> (Dept, Club; Account)	Requested by	<u>J. Imhof</u>
	Budget	Dept. Approval	<u></u> (Dept. Head)
District	<u></u>	Budget Approval	<u></u> **(Bookkeeper)**
Dept.	<u>XXX</u>	Admn. Approval	<u></u> **(Principal)**
Other	<u></u> (Specify)		
Date	<u>2/16/2022</u> (Specify)	If approval is needed from the dept. head, please E-mail to appropriate person. If Dept. head approves, then E-mails to Bookkeeper.	

Vendor Information

VENDOR #	<u>Colleg Board- APSI USF</u>	Bookkeeper-print copy, get approval, make copy of approved request for original requestor. Keep your copy with back-up for P.O. or P-Card.
NAME	<u></u>	
ADDRESS	<u></u>	
PHONE/FAX	<u></u>	

Formulas in place. Use delete key to clear data in cells.

QUANTITY	CATALOG # AND DESCRIPTION	UNIT COST	TOTAL COST	BOARD APPROVED? Y / N / NA
1	APSI Training- Meredith Benvegna- English Lang (7/11-7/14)	745	745	
1	APSI Training- Maira Garcia- Spanish Lit (7/11-7/14)	745	745	
1	APSI Training- Heather Carter- English Lit (7/11-7/14)	745	745	
1	APSI Training- Michael Cascio- Biology (7/18-7/21)	825	825	
1	APSI Training- Sumer Doulk-Human Geography (7/18-7/21)	745	745	
1	APSI Training- Dan Scott- World History (7/18-7/21)	745	745	
1	APSI Training- Shelby Waymire- Psych (7/18-7/21)	745	745	
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0		0	0	
0		0	0	
0		0	0	
0		0	0	
0		0	0	
0	S & H	0	0	
	Estimated Shipping		0	
	Totals	5295	5295	