

HERNANDO COUNTY SCHOOLS  
Intra-Schools  
REQUEST FOR PURCHASE

REQUISITION # \_\_\_\_\_

**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	AP (Dept, Club; Account)	Requested by	J. Imhof
	<b>Budget</b>	Dept. Approval	(Dept. Head)
District		Budget Approval	**(Bookkeeper)**
Dept.	XXX		
Other	(Specify)	Admn. Approval	**(Principal)**
Date	3/28/2022 (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 #	College Board
NAME	
ADDRESS	
PHONE/FAX	

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.

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

QUANTITY	CATALOG # AND DESCRIPTION	UNIT COST	TOTAL COST	BOARD APPROVED? Y / N / NA
100	Pre AP Alg 1 Student Book	5	500	
300	Pre AP Engl 1 Student Book	5	1500	
300	Pre AP Engl 2 Student Book	5	1500	
125	Pre AP World Student Book	5	625	
1	Pre AP Alg 1 Course	2400	2400	
1	Pre AP Eng 1 Course	2400	2400	
1	Pre AP Eng 2 Course	2400	2400	
1	Pre AP World History Course	2400	2400	
			0	
			0	
			0	
			0	
0	S & H	0	0	
	<b>Estimated Shipping</b>		0	
	<b>Totals</b>	<b>9620</b>	<b>13725</b>	