SAN BENITO HIGH SCHOOL DISTRICT

SUPPLIES REQUISITION

REQUESTOR _____

CLASSROOM NUMBER _____

DEPARTMENT _____

ITEM #	QUANTITY	BUS. OFC.	DESCRIPTION	UNIT COST	TOTAL COST
				GRAND TOTAL	

BO = Back Order
DEL = Delivery - Warehouse will deliver soon

SMALL deliveries should be picked up in the Business Office when notified.

LARGE deliveries REQUIRE classroom number.

_____
DIVISION CHAIRPERSON / ADMINISTRATOR APPROVAL

_____
DATE SUBMITTED

WHITE – ORIGINAL ACCOUNTING/STORES COPY YELLOW – SECOND COPY REQUESTOR