

Instructions

1. Record the date
2. Fill in teacher's name
3. Complete the vendor name, address, and ship to info
4. Complete quantity, catalog #, description, unit and total cost
5. Total your requisition
6. Account code #'s should match reference line #'s from above
7. Submit to your supervisor for their signature.
8. INCOMPLETE REQUISITIONS WILL BE RETURNED.

**RIPON AREA SCHOOL DISTRICT
Requisition**

Req # _____

Date _____

Tax Exemption
The state of Wisconsin and all its agencies are exempt from all federal, state, and local taxes. Sec 77-54 Tax Exempt # 046244

Requesting Employee NameBuilding Location

Requisition Approved By:

Name

Vendor

Ship To

Quantity	Catalog #	Description	Unit Cost	Total	Ref Line
					1
					2
					3
					4
					5
					6
					7
					8
					9
					10

Total

Account Code							
FD	Loc	OBJ	FUNCTION	PROJ	LOCALS	REQ AMT	REF Line #

Business Office Use Only				
Invoice #	Invoice Amount	Invoice Date	1099	Fiscal Year

Check #	Amount
Date Paid	Vendor #