

**REQUISITION****DALLAS SCHOOL DISTRICT #2**

Dallas, Oregon 97338

VENDOR \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_  
ZIP \_\_\_\_\_

REQ. # \_\_\_\_\_  
P.O. # \_\_\_\_\_

Special Instructions  
\_\_\_\_\_  
\_\_\_\_\_

DELIVER TO \_\_\_\_\_ (BLDG.)  
ADDRESS \_\_\_\_\_  
CONTACT \_\_\_\_\_

QUANTITY	UNIT	DESCRIPTION AND PURPOSE	UNIT PRICE	AMOUNT

TOTAL \_\_\_\_\_

**ACCOUNTING CODES**

FUND	FUNCTION	CENTER	AREA	SUB-AREA	ACCOUNT (Object)	AMOUNT

Requested by \_\_\_\_\_



Date \_\_\_\_\_

Program approved \_\_\_\_\_

Date \_\_\_\_\_

Administrator approved \_\_\_\_\_

Date \_\_\_\_\_

District Office \_\_\_\_\_

Date \_\_\_\_\_