

Huerfano School District Re-1
 201 East Fifth Street
 Walsenburg, Colorado

SUPPLY AND EQUIPMENT REQUISITION

Requested By: _____
 Date: _____
 Department: _____
 School: _____

Admin Office Use	
Received on:	_____
Initials	_____

Fund/Account # _____ (if not complete, processing will be delayed)

Company/Vendor _____
 Mailing Address _____
 City/State/Zip _____

Phone # _____
 Fax # _____

NOTE: Please allow 10 business days to process this order.

Qty	Unit Price	Total Price	Item #	Item Description
0	\$	-		

REQUIRED (Lack of signature will delay processing)

Signature -- School Principal _____ Date _____
 Signature Finance Director _____ Date _____