Purchase Requisition Form

#### Westbury High School

|  |  |  |
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| **Employee Name** | **Department** | **Date** |
|  |  |  |
| **HISD Approved Vendor Name**  | **Vendor Sale Rep/Contact Information (if available)** |
|  | **Email:** |  |
| **Phone:** |  |
| **Instructional justification for Purchase relevant to TEKS and/or for student academic growth (Required):** |
|  |
| **Funds Requested From (Required)** | **Purchase Method** |
| □ School Budget □ Department Budget/Department Name:□ Activity Fund Name: | □ Requesting Business Office to Place Order□ Requesting Preapproval for Reimbursement of Purchase |
| **Description of Item** ***(Please attach order forms, back-up documentation, or shopping cart print out)*** | **Quantity** | **Unit Price** | **Total Price** |
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|  |  |  |  |
|  |  |  |  |
| **Total** |  **$** |
| **Signature/Name Typed of Requestor** | **Additional Instructions or Notes** |
|  |  |
| **\*Appraiser/Dept. Administrator -\*Approval required** | **Additional Instructions or Notes** |
|  |  |
|  | DO NOT WRITE IN THIS SPACE – FOR OFFICE USE ONLY |  |
| * Shopping Cart
* ProCard
* Reimbursement
 | Fund | Date Processed |
|  |  |
| Card Used |
|  |