

# REQUISITION FOR EQUIPMENT

## BELGRADE PUBLIC SCHOOLS

(Note: Equipment is broadly defined as a durable item with a useful life of more than 3 years and costing more than \$200)

**VENDOR IDENTIFICATION:**

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Street or Box No.

\_\_\_\_\_  
City State Zip Code

**EMPLOYEE ID:** \_\_\_\_\_  
Print Name Date

**ADM./SUPV. RECOMMENDING:** \_\_\_\_\_  
Initials Date

**TYPE OF REQUISITION:** (Check Response)

- EQUIPMENT, REPLACEMENT
- EQUIPMENT, NEW

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**Instructions: Submit this requisition to the District Office after receiving a recommendation for purchase. The final decision will be made by the District Office based on available budget.**

Catalog No.	Item Description	Unit Cost	Quantity	Total Cost
<b>Grand Total</b>				

**INFORMATION:** Present inventory of item(s) \_\_\_\_\_. Statement of need: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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