Coldwater Elementary School
530 Taylors Chapel Road
Anniston, Alabama 36201

Requisition Request

DATE:

VENDOR NAME:

ADDRESS:

PHONE:

FAX:

REQUESTED BY:

QUANTITY	ITEM DESCRIPTION (include as much detail as possible)	UNIT COST	EXTENSION
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
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			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
		Shipping and Handling (If Applicable)	
		TOTAL	**$0.00**

Activity (Name-Code)	**DISTRIBUTION AMOUNT**
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1) In order to process a Requisition/PO in a timely manner this form must be completed in its entirety with as much detail as possible

2) Once completed please print and email this form to the School Bookkeeper at the district office to be processed