

Ridgway Area School District

REQUISITIONS

What is the Purpose of the Form?

This form is used to receive approval for and to initiate the order of any supply service.

Who Should File the Form?

The employee who desires the district to purchase a supply or service. The form should be filed with the building principal or supervisor.

When Should the Form be Filed?

The approval process takes from one (1) to three (3) days. Requisitions should be filed and approved before submitted any orders in the name of the school district.

Special Notes:

The district also has annual requisitions for books and supplies. This form should be used to order additional items or services during the year or to initiate the actual order of previously approved items.

Revised: July 2018

RASD **Ridgway Area School District** *RASD*
Ridgway, PA

Requisition

Complete and submit to the principal.
Please be certain that all required information is furnished.

Name of Company	Employee Requesting Items
Address	Date
City and State	1099 Needed _____ FEIN# _____

Quantity	Description of Item	Catalog No.	Unit Price	Price

_____ Approved	_____ Not Approved	_____ Maintenance/Custodial	_____ Date
_____ Approved	_____ Not Approved	_____ Principal/Supervisor	_____ Date
_____ Approved	_____ Not Approved	_____ Finance Manager	_____ Date
_____ Approved	_____ Not Approved	_____ Superintendent	_____ Date

One copy will be returned to the principal and one copy to the person initiating the request.