## PINELLAS COUNTY SCHOOLS INTERNAL PURCHASE REQUISITION

## Instructions

A purchase requisition must be <u>completely</u> filled out by the staff member requesting services or merchandise. Written approvals must be obtained **prior to the issuance of a purchase order or items being ordered.** Be certain the purpose of purchase is fully detailed (e.g., classroom supplies, fundraiser).

		(School Name) PURCHASE ORDER #:			
NTE:					
NDOR:					
DRESS:					
		FAX #			
Quantity	Stock #	Description		Unit Cost	Extension
		TOTA	AL COST OF MERCH	ANDISE \$:	
acher/Sponsor Signature		Date C	Class/Club Officer Signat	Club Officer Signature (if applicable)	
count Name		Account Number	Department He	Department Head Signature (if applicable)	
INCIPAL'S OF	R DESIGNATED	ADMINISTRATOR APPROVA	AL		
	Die	strict PO# (if applicable)			Date

PCS Form 3-2902 (Rev. 11/24) Review Date 11/25