

DEPARTMENT	Physical Plant Maint.
PERSON MAKING REQUEST:	
VENDOR:	

PURCHASE REQUISITION

DESOTO COUNTY SCHOOLS
 5 EAST SOUTH STREET
 HERNANDO, MS 38632

DATE:	
REQUISITION #	

Attach Documentation-Original if Applicable
 (PLACE AN "X" BESIDE YOUR CHOICE BELOW.)

SCHOOL:		PROPOSAL/ESTIMATE HARD QUOTE	UNIT
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#	Qty	Unit Price	Total Price	Item Number	Description of Job:
1					
2					
3					
4					
5					
6					
7					
8					Location:
9					
10					LABOR
11					TRIP/SERVICE CHARGE
12					FUEL CHARGE
13					SHIPPING/FREIGHT
14					USE OF EQUIPMENT
15					MATERIALS
16					
17					
18					
19					
20					
21					
22					
23					

TOTAL	PICK UP BY:	Signed by:
	LIKE FOR LIKE	Approved by:
		Date: