



Beautiful Plains School Division

Purchase Requisition

DATE: _____ SCHOOL: _____ ORDERED FOR: _____

| | |
|------------------------|--|
| SUPPLIER: | |
| MAILING ADDRESS: | |
| CITY OR TOWN | |
| PROVINCE (Abbrev.): | |
| POSTAL CODE: | |
| FAX # or EMAIL ADDRESS | |

| G.L. | QUANTITY | UNIT | PRICE PER UNIT | DESCRIPTION (Inc. Stock or Item #) | EXTENDED PRICE |
|-----------------|----------|------|----------------|---------------------------------------|----------------|
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| | | | | | |
| <u>GL CODES</u> | | | | TOTAL | |
| 1 = | | | | PST | |
| 2 = | | | | GST | |
| 3 = | | | | GRAND TOTAL | |

PURCHASE ORDER NO.

PRINCIPAL's SIGNATURE