

Bethany PTO
621 South Orchard Avenue
Vacaville, CA 95688
(707)451-6675

SUPPLY REQUISITION WORKSHEET

Ordered By: _____ **Approved By:** _____

Date: _____

Committee: _____

Check To: _____

QNTY	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
			Subtotal	
			Tax	
			Freight	
			TOTAL	

- Please follow instructions for proper payment:
1. Complete this form
 2. Attach appropriate bills, receipts or statements to this form
 3. Have committee chair approve this requisition
 4. Give approved and completed form to PTO treasurer