

Paul Revere Charter Middle School
Mathematics, Science & Technology Magnet Center

DISTRICT STOCK REQUISITION FORM
STORES WAREHOUSE ORDER

<u>For Office Use Only</u>	
<input type="checkbox"/> PO #:	_____
<input type="checkbox"/> PCARD	
Date:	_____
By:	<input type="checkbox"/> Fax <input type="checkbox"/> Phone <input type="checkbox"/> Online <input type="checkbox"/> Mail
Order ETA:	_____
Order Shipped:	_____
Order Received:	_____ by _____
Order Sent to:	_____
Receiver Sent:	_____ on _____

Ordered By: _____ Date: _____

Department: _____

Funding Source: _____ Program Code: _____

Page	Quantity	Commodity Code	Item Description	Unit Cost	Total Cost

Total	\$
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Dept. Chair/Office Administrator: _____ Date: _____

Principal: _____ Date: _____