

P.O. # \_\_\_\_\_

Date: \_\_\_\_\_

### MATERIALS AND SUPPLY REQUISITION FORM

Grant Parish School Board  
P.O. Box 208 – 512 Main Street  
Colfax, La. 71417

Grant Parish School Board Phone: 318-627-3274

Purchasing Dept. Fax Number: 318-627-0064

School or Individual Name: \_\_\_\_\_

Name of Vendor: \_\_\_\_\_

Address of Vendor: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone Number of Vendor: \_\_\_\_\_ Fax # \_\_\_\_\_

Item #:	Quantity:	Product Description:	Unit Price:	Total Price:

Requested By: \_\_\_\_\_ School: \_\_\_\_\_

Justification: \_\_\_\_\_

Charge Codes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_