Print Form

WETZEL COUNTY SCHOOLS REQUISITION

Date
Date Items Needed
Vendor
Address

Phone **Fax**
Website

Principal's Signature

School
Person Requesting
Grade & Purpose

- ◯ Special Ed
- ◯ Vocational Ed
- ◯ Regular Elem
- ◯ Regular HS
- ◯ Other _____
- ◯ Unified Plan
- ◯ Technology
- ◯ Prof Dev
- ◯ Library

Quantity	Description, Model No., Colors, Etc.	Unit Price	Total Amount
	TOTAL AMOUNT OF ORDER		

COUNTY OFFICE USE ONLY:

Vendor No. PO#

Code

Superintendent/Treasurer Approval

Supervisor Signature