

**DODGE CITY UNIFIED SCHOOL DISTRICT 443**

1000 Second Avenue - P.O. Box 460

Dodge City, Kansas 67801

620-227-1621

**PURCHASE REQUEST**

Requisition Order # \_\_\_\_\_

Date Requested \_\_\_\_\_

Vendor # \_\_\_\_\_

INITIATOR INFORMATION:			VENDOR INFORMATION	
Initiator:			Name:	
Department:			Address:	
Building:			City:	
			State:	
			Zip:	
			Phone:	
			Fax:	
			Contact:	

Item Number	Description	Quantity	Unit Price	Total Price
	<b>TOTAL</b>			

Approved By: \_\_\_\_\_

***DON'T FORGET TO  
INCLUDE  
SHIPPING COSTS!***

BUDGET CODING: \_\_\_\_\_ (Office Use Only)