

Quotes **must** be obtained for purchases exceeding **\$1,000**  
 (Acceptance of higher quote or no quote needs an explanation)  
 Quotes received from: **COPY MUST BE ATTACHED**

		Amount:
1. _____	\$	_____
2. _____	\$	_____
3. _____	\$	_____

Payee \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Charge to Check One:				
Bobcat Den - Sch Store	81.500		Stage Crew	81.510
Drama Club	81.501		Student Body	81.511
Fall Theatre	81.502		Student Council	81.512
FBLA	81.503		Yearbook Financial	81.513
World Language Club (Formerly French Club)	81.504		Yearbook	81.513
Music Festival	81.505		Winter Guard	81.514
Musical	81.506		Class of 2019	81.519
National Honor Society	81.507		Class of 2020	81.520
Newspaper	81.508		Class of 2021	81.521
Science Tech Fund	81.509		Class of 2022	81.522
			Music/Chorus/Band	81.526

Quantity	Description	Total

Advisor's Signature \_\_\_\_\_

Date \_\_\_\_\_

Treasurer's Signature \_\_\_\_\_

Date \_\_\_\_\_

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

Date \_\_\_\_\_

Principal/Assistant Principal Signature

Administration Office Use Only:		
Check # _____	Date Paid _____	Vendor # HS _____

To the best of my knowledge, there are no outstanding bills or items on order in excess of the fund balance.  
 Attach Itemized Invoice only, no Statements, Credit Card Receipts or Copies.  
**REQUISITIONS NOT COMPLETE WILL BE RETURNED BY THE ADMINISTRATION OFFICE**