

Maxwell Municipal Schools Requisition for Purchase Order

DATE OF REQUEST: _____
 COMPANY NAME: _____
 ADDRESS : _____

PHONE _____
 FAX# _____
 CONTACT _____

- Purchase Requirements** (Check appropriate Box) Fax/Mail PO Return Approved PO to Requestor
- \$0 - \$4,999 Best Available Price
 - \$5,000 - \$19,999 Requires documentation of 3 written sources
 - \$20,000 & Over Formal Bids by Business Office
 - Sole Source Requires documentation of good faith review
 - Other SPD Vendor Bid and Cooperative Educational Services (CES), Contract # _____
 - Emergency Procurements when there exists a threat to public health, welfare, safety or property requiring procurement under emergency conditions.
 - Small Purchase of professional services. (For professional services of \$500 not exceeding \$20,000 attach copy of contract)

| Quantity | Item # | Description | Unit Price | Total Price |
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Does order require prepayment? YES or NO
 Date Payment is required: _____

SUB TOTAL: _____
 SHIPPING CHARGES: _____
 TOTAL: _____

 Signature of Person requesting P.O.

CHARGED TO FUND #: _____

 Business Manager

 Superintendent

 Date