

FRANKLIN COUNTY COMMUNITY SCHOOL CORPORATION

225 E. 10th STREET, BROOKVILLE, IN 47012

2022-2023 REQUISITION FORM

LIBRARY ACCOUNTS

Requisitions shall be submitted for all supplies, services or repairs in accordance with the policies of the Franklin County Community School Corporation. Regular (non-emergency) requisitions shall be processed between July 1, 2022 and October 21, 2022 and between January 3, 2023 and March 24, 2023.

SUPPLIER _____ Phone No. _____ Fax No. _____

Address _____
P.O. Box/Street _____ City _____ State _____ Zip _____

Quantity Catalogue Description Unit Total
Number Price

Table with 5 columns: Quantity, Catalogue Number, Description, Unit Price, Total. The table is currently empty.

Total/this sheet _____

Requesting Teacher: _____ Date _____
Department Chair: _____ Date _____
Principal: _____ Date _____
Account Number _____ 640 _____ 611

FOR USE BY ADMINISTRATION OFFICE PERSONNEL

Fund _____ Program _____ Object _____ Cost Center _____ P.O# _____

AMONG OTHER FACTORS, APPROVAL IS CONTINGENT UPON AVAILABE APPROPRIATION. If requisition is disapproved, the reason for disapproval is _____

Date _____ Superintendent or Designee Signature _____