FRANKLIN COUNTY COMMUNITY SCHOOL CORPORATION
225 E. 10th STREET, BROOKVILLE, IN 47012

2023-2024 REQUISITION FORM
EDUCATION FUND

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, 2023 and October 20, 2023 and between January 4, 2024 and March 22, 2024.

SUPPLIER _____ Phone No. _____ Fax No. _____

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

Quantity	Catalogue Number	Description	Unit Price	Total

Total/this sheet _____

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

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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 _____