

**FRANKLIN COUNTY COMMUNITY SCHOOL CORPORATION**

225 E. 10<sup>th</sup> STREET, BROOKVILLE, IN 47012

**2023-2024 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, 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 \_\_\_\_ 640 \_\_\_\_ 611

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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 \_\_\_\_\_