Section VI Purchase Requisition Form

| Sport: | | | Date: | | | | |
|-----------|---------|---------------------|---------------|-------------------|-------|---------|--|
| Requeste | d by: | | | | | | |
| Vendor: | | | | | | | |
| Address: | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | Catalog | | | Unit | Total | Account | |
| Quantity | No. | Description | | Price | Price | Code | |
| | | | | | | | |
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| <u> </u> | | Shipping & Handling | | | | | |
| P.O. No.: | | Date: | Total Amt. of | al Amt. of Order: | | | |

- 1 This is a request, and NOT a purchase order. Invoices for payment will not be honored unless purchase orders have been issued.
- 2 Please try to anticipate your needs far enough in advance in order to avoid rush orders.
- 3 This form MUST be used for all purchases. Do not order merchandise by phone or in any other informal manner.

| For Section VI Office: | Date Approved: |
|------------------------|----------------|
| | Approved By: |
| | Signature: |

Please save completed form and attach in E-mail to: Loren Ratajczak at liratajczak@e1b.org
Or

Print & Mail to: Treasurer,

Section VI

355 Harlem Rd.

West Seneca, NY 14224-1892