



# Beautiful Plains School Division

## Purchase Requisition

DATE: \_\_\_\_\_ SCHOOL: \_\_\_\_\_ ORDERED FOR: \_\_\_\_\_

SUPPLIER:	
MAILING ADDRESS:	
CITY OR TOWN	
PROVINCE (Abbrev.):	
POSTAL CODE:	
FAX #:	

G.L.	QUANTITY	UNIT	PRICE PER UNIT	DESCRIPTION (Inc. Stock or Item #)	EXTENDED PRICE
<u>GL CODES</u>					<b>TOTAL</b>
1 =					<b>PST</b>
2 =					<b>GST</b>
3 =					<b>GRAND TOTAL</b>

**PURCHASE ORDER NO.**

\_\_\_\_\_  
PRINCIPAL's SIGNATURE