Maxwell Municipal Schools
Requisition for Purchase Order

DATE OF REQUEST: _____

COMPANY NAME: _____ PHONE _____

ADDRESS :_____ FAX#_____

_____ CONTACT _____

Purchase Requirements (Check appropriate Box) □ Fax/Mail PO □Return Approved PO to Requestor

☐ $0 - $4,999 Best Available Price

☐ $5,000 - $19,999 Requires documentation of 3 written sources

☐ $20,000 & Over Formal Bids by Business Office

☐ Sole Source Requires documentation of good faith review

☐ Other SPD Vendor Bid and Cooperative Educational Services (CES), Contract # _____

☐ Emergency Procurements when there exists a threat to public health, welfare, safety or property requiring procurement under emergency conditions.

☐ Small Purchase of professional services. (For professional services of $500 not exceeding $20,000 attach copy of contract)

Quantity	Item #	Description	Unit Price	Total Price

Does order require prepayment? YES or NO

Date Payment is required: _____

SUB TOTAL: _____

SHIPPING CHARGES: _____

TOTAL: _____

_____

Signature of Person requesting P.O.

CHARGED TO FUND #: _____

_____ _____ _____

Business Manager **Superintendent** **Date**