

TUCSON UNIFIED SCHOOL DISTRICT

Requisition for Services or Supplies NOT Listed in Warehouse Catalog

PURCHASING DEPARTMENT: PLEASE BUY FOR SCHOOL OR DEPT.: (Sample RFP Requisition) TO BE USED BY: Custodial Supplies <small>The District will not be responsible for goods delivered after June 30th of each fiscal year or delivered without a purchase order. USE SEPARATE FORM FOR EACH VENDOR</small>	THIS IS NOT A PURCHASE ORDER INSTRUCTIONS ORIGINAL TO FINANCE DEPT. RETAIN PINK COPY. PRICE OF MERCHANDISE AND DISCOUNT MUST BE SHOWN. MAKE INFORMATION AS COMPLETE AS POSSIBLE. USE REVERSE SIDE OF WHITE COPY FOR VERBAL QUOTATIONS. ATTACH WRITTEN QUOTATIONS IF AVAILABLE. LIST ONLY ONE VENDER ON EACH SHEET. ALL PURCHASES SUBJECT TO PRIOR APPROVAL AND AVAILABILITY OF BUDGETED FUNDS. BE SURE TO ANSWER QUESTIONS WITH "X" IN APPROPRIATE BOX. USE TYPEWRITER AND DOUBLE SPACE LINES. DO NOT INCLUDE CAPITAL EQUIPMENT ITEMS ON SAME REQUISITION	REQUISITION <h2 style="text-align: center;">NO.</h2> REFER TO THIS NUMBER IN PHONE CALLS AND CORRESPONDENCE DATE OF REQUISITION DELIVER ON OR BEFORE
RECOMMENDED VENDOR: COMPANY: HILLYARD ADDRESS: 1755 S. Extension Road CITY, STATE, ZIP: Mesa AZ 85210 ATTENTION: Jim Moore		

QUOTATION DATE OR NO.	NAME OF QUOTER	SOURCE OF PRICE CATALOG, QUOTE, ETC.	BID OR CONTRACT # RFP 6765	IS THIS A FIRM PRICE?	DOES UNIT PRICE INCLUDE FREIGHT? IF NO, ADD FREIGHT BELOW
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ITEM NO.	QUANTITY	UNIT	ARTICLE AND DESCRIPTION OR SPECIFICATIONS; BRAND, CATALOG NUMBER, SIZE, COLOR, ETC. DOUBLE SPACE BETWEEN LINE ITEMS. IF MORE THAN 10 ITEMS, LIST DOUBLE SPACED ON ATTACHED SHEET.	UNIT PRICE	TOTAL PRICE
			BLANKET PURCHASE ORDER NOT TO EXCEED <i>This purchase order is to be limited to the following chemicals only:</i> HIL0080106 Arsenal Assurance HIL0080206 Arsenal Window-Clean+ HIL0080606 Arsenal Vindicator+ HIL0008106 Arsenal Top Clean HIL0014906 Assault Floor Stripper HIL0021906 Nutra Rinse HIL0034107 341Seal/Finish HIL0021906 Deep Action II HIL0090206 Clean Action II HIL0010304 Light Acid Bowl Cleaner		\$

Charge to budget:						SUBTOTAL	\$
OBJECT	FUND	DEPT.	PROGRAM	FUNCTION	PROJECT	TAX	\$
						FREIGHT	\$
						TOTAL	\$

APPROVALS			
PRINCIPAL OR ADMIN. HEAD	DATE	FINANCE ADMIN.	DATE
OTHER	DATE	PURCHASING ADMIN.	DATE

