HAMILTON-FULTON-MONTGOMERY BOCES
2755 STATE HIGHWAY 67
JOHNSTOWN, NEW YORK 12095
SCHOOL YEAR 2010-2011
PURCHASING REQUISITION

OFFICE USE ONLY

NOTE: DO NOT Process Without Initials of Chief Financial Officer.

_____ SPEC. ED.
_____ CAREER & TECH. ED.
_____ BUSINESS OFFICE
_____ OTHER DEPT.
_____ CFO

Date: _____

Name of Company: _____
Street Address: _____

City, State, Zip: _____

Teacher Name: _____
Service Area: _____
School Address for Delivery: _____

BUDGET CODE	AMOUNT
TOTAL	

****** USE A SEPARATE SHEET FOR EACH COMPANY******

QTY	CATALOG #	DESCRIPTION	UNIT PRICE	TOTAL

Teacher's Signature: _____ Date: _____

Supervisor's / Principal's Approval: _____ Date: _____

Finance Office Approval: _____ Date: _____

Subtotal	
S & H 15%	
Grand Total	