

**HAMILTON-FULTON-MONTGOMERY BOCES
 2755 STATE HIGHWAY 67
 JOHNSTOWN, NEW YORK 12095
 SCHOOL YEAR 2017-2018
 PURCHASING REQUISITION**

Date: _____

Name of Company: _____

Street Address: _____

City, State, Zip: _____

Employee Name: _____

Service Area: _____

School Address for Delivery: _____

BUDGET CODE	AMOUNT
TOTAL	

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

QTY	CATALOG #	DESCRIPTION	UNIT PRICE	TOTAL

Employee Signature: _____ Date: _____

Supervisor / _____

Principal Approval: _____ Date: _____

Subtotal	
S & H 15%	
Grand Total	