

Hardeman County Board of Education

P.O. Box 112
Bolivar, TN 38008
Donald L. Hopper, Ph. D.
Director of Schools

Requisition Form

NOTE

All equipment and/or supplies must have written approval from the Director or Assistant Director of Schools before purchase can be made. Technology (computers, printers, etc.) requests must be submitted separately.

Date Requested: _____ **Date Required:** _____

Submitted By

Name: _____ Department: _____

E-mail Address _____ Phone: 658-2510 _____

Nonstock items (approval must be obtained)

Item (s) Description: _____

Quantity: _____ Price: _____ Total Cost: _____

Supplier Information

Company Name: _____

Address: _____

Phone: _____

Shipping Method: _____

Approval

This request is ___ Approved _____
Signature Date

This request is ___ Not Approved _____
Signature Date

Comments: _____

Date Returned to Department Head

Copy to: Mary Jane Cardwell, Accounting Department