YUBA COUNTY OFFICE OF EDUCATION
PURCHASE REQUISITION

Requisition Number (Assigned by Fiscal Services)

Purchase Order Number (Assigned by Computer System)

Vendor Number

Ship Merchandise To

Order From

Attention

Program Name

Account Number

Requestor (Signature Required) Date

Department Head Approval (Signature Required) Date

QUANTITY	UNIT	ITEM DESCRIPTION Include: LOCATION / RESPONSIBLE STAFF / MULTIPLE ACCOUNT CODES (see Technology Purchase Policy for details) ASSET #	UNIT PRICE	EXTENDED PRICE

SEND ORIGINAL OF PURCHASE ORDER TO:

☐ COMPANY ☐ FAX TO Number _____

☐ SEND WITH PAYMENT ☐ KEEP IN FILE / DO NOT MAIL

SPECIAL REQUEST

☐ PREPAYMENT REQUIRED ○ FULL ○ PARTIAL _____ Approving Signature

☐ PAY FROM ATTACHED INVOICE ☐ OTHER (Specify):

SUBTOTAL	
TAX	
SHIPPING	
TOTAL	

YUBA COUNTY OFFICE OF EDUCATION
935 14TH STREET
MARYSVILLE, CA 95901
(530) 741-6231 FAX (530) 741-6500

Technology Coordinator Approval
(REQUIRED for all Technology Purchase Requisitions)

Signature Date