

Using the Requisition Form: To use this form, fill in the appropriate fields, then print the form with the print button. Once the form has been printed, fax the form to the appropriate person. If the version of Adobe being used doesn't allow you to fill out the form on the computer, print out the form, fill it in by hand, then fax it to the appropriate person.

Technology fax: **ATTENTION: Crystal Fraundorf** to 422-6245.
Building and Grounds fax : **ATTENTION: Tom Helgestad** to 422-6240.
Pupil Services fax : **ATTENTION: Trudy DeSimons** to 422-6070.
Math Allocation fax: **ATTENTION : Brenda Woyak** to 422-6070.

School District of Wisconsin Rapids

Wisconsin Rapids, Wisconsin



Requisition Form

Vendor Name (if applicable): Date:

Address City: State Zip/Postal Code

Quantity	Part/Catalog No.	Description of Items Wanted	Unit Price	Total

Building:

Name:

Department:

Total
Shipping Charge
Grand Total

Account Number: \$

Account Number: \$

Account Number: \$

Account Number: \$

Account Number: \$