Shasta Head Start Child Development, Inc.
375 Lake Blvd., Ste. 100, Redding, CA 96003
530-241-1036

PURCHASE REQUISITION/CHECK REQUEST

50888

Center Name: EAP		Date of Request XX/XX/XXXX	Date Needed XX/XX/XXXX	P.O. No.
Requestor Name: Jane Doe	Vendor	Name Amazon	Phone	Fax
Ship To:		Address	Vendor No.	Customer Account No.
		City, State, Zip Code	Contact Name	

Account No.	Replacement (Y/N)	Item Number	Description	Quantity	Unit Price	Unit Tax	Total Unit Price	Extended Price
		AA-123ABC	Sharp EL-1197P Calculator	1	34.99			

Comments:				Freight:	
				Total Price:	
Area Manager/Program Manager Approval:	Date:	Director Approval:	Date:	Purchasing Approval:	Date:
				Board Approval:	Date:

Accounting copy – WHITE
Purchasing copy – CANARY
Area Manager copy – PINK
Requestor copy - GOLDENROD