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| Sweetwater County School District #1Requisition Form |

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| **Date:**  | **Requested by:**  |
| **Purpose of Request:** |
| **Building(s):** |
| **Classes Used For: Number of students served:**  |
| **Funds used for purchase: € District € Title I € Title II € Title III (EL) € Title IV € 21st Century € BOCES** **€ Perkins € Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Budget Code(s) (if known):** |
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**Vendor Information (Amazon and Wal-Mart are not accepted Vendors): \*\*\*PLEASE FILL OUT COMPLETELY\*\*\***

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| **Name** |  |
| **Address** |  |
| **City, State, ZIP** |  |
| **Phone #** |  | **Fax#** |
| **Web Address** |  |
| **Item Description** | **Item Number** | **Quantity** | **Unit Price** | **Total** |
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| **Subtotal** |  |  |  |  |
| **Shipping** |  |  |  |  |
| **Total** |  |  |  |  |
| **Does this Purchase exceed $1,000.00?** | **If yes, 3 competitive quotes or a sole source letter are required for any order over $1,000.00.** |
| **Is a Facilities plan review needed?** If you answer yes to any question below, YES- one is needed:* **Can air quality be affected?**
* **Does anything plug in to an outlet?**
* **Does the vendor not ship items on a pallet?**
* **Does any individual item weigh more than 1,000 pounds?**
* **Are any individual items more than 6 feet tall?**
* **Is there a space large enough in the building, or will this item block access to windows, electrical panels, etc.?**
 | **If yes, a blank form is available on the District website under the CIA Department forms and should have all signatures and accompany this form and any quote(s) to be submitted.** |

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| **Department Chair Signature (Only Required for Elementary Art, Music and PE)**  | **Date:**  |
| **Building Principal Signature:** | **Date:**  |