

# REFUGIO INDEPENDENT SCHOOL DISTRICT

BILL & SHIP TO: 212 W. Vance St. Refugio, Texas 78377

361-526-5400 Fax 361-526-2326

Date: \_\_\_\_\_

## REQUISITION FORM

REQ # \_\_\_\_\_

Vendor: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Requested by: \_\_\_\_\_  
 CIP Strategy: \_\_\_\_\_

Vendor Ph: \_\_\_\_\_

Vendor Fax: \_\_\_\_\_

<i>Account Code (20 digit #)</i>	<i>Qty.</i>	<i>Description</i>	<i>Unit Price</i>	<i>Amount</i>
Remarks:			<b>S&amp;H</b>	
			<b>TOTAL</b>	

Requested by: _____	Date: _____	Accounting Approval: _____	Date: _____
Principal Approval: _____	Date: _____	Received By: _____	Date: _____

*Mark order as Complete in TxEIS when all items received.*

The School District assumes no liability for purchases not included on this form.  
 This school accepts no responsibility for back order shipments, unless approved in writing No C.O.D. shipments will be accepted  
 Mail Invoices to the **Business Office, 212 W. Vance St., Refugio, TX 78377** or email to [lisa.herring@refugioisd.net](mailto:lisa.herring@refugioisd.net)

Payment only upon completion of order or partial shipment with notice to cancel balance and invoiced accordingly  
 \*Do not forget to have a W-9 and Quote attached to the Requisition Form and NO BACK ORDERS