


## Technology Mill Levy Purchasing Requisition

	Deliver to school or department:	Signature of Principal or Department Head
	Attention:	Approval Signature (if needed)
Denver Public Schools Purchasing Department	Emergency Contact for this order:	Date Needed:

Please use a separate sheet for each vendor and or commodity!!

Vendor Name: _____	Vendor Contact information:
Vendor Cayenta #: _____	_____
	_____
	_____

COMMODITY	DESCRIPTION	QUANTITY	UNIT COST	TOTAL COST	ACCOUNT CODE NUMBER
TOTAL----->					

PLEASE INCLUDE ALL REQUIRED SIGNATURES AND FAX TO: 720-423-3348

NOTE: The negotiation for, and all purchases of, all services, equipment, and supplies is done by the Purchasing Department. Any commitment made without the express authority of the Purchasing Agent or Assistant is considered a personal transaction and not a school district liability. All transactions must be covered by a requisition which must first be cleared through the Purchasing Office.