

**PURCHASE REQUISITION**

**Marshall Community Unit C-2 Schools  
Activity Fund**

Date  
Name of account  
Name of vendor

Address of vendor

Date wanted  
Deliver to

Quantity  
Description

Unit cost

Total cost

\_\_\_\_\_  
Signature of Club President

\_\_\_\_\_  
Signature of Club Treasurer

\_\_\_\_\_  
Signature of Club Sponsor

\_\_\_\_\_  
Signature of Building Principal

A Purchase Requisition must be made for each purchase. This shall bear the signature of the Club President, Treasurer, Sponsor and Building Principal.