

Montgomery Independent School District

Technology Requisition/Expenditure Change Form

Telephone: (936) 276-2500

Fax: (936) 276-2501

Each vendor MUST be submitted on a separate form. Enter MISD Technology as the vendor name and IT as the Vendor number if this is a budget transfer. The fields in Red are the minimum information required. Print, sign by appropriate manager, and attach to your technology work order for purchase. This completed form must be attached to a work order before any product will be purchased by the technology department on your behalf. **A new requisition and help desk ticket must be submitted for each separate vendor.**

Date:	Vendor#:	Prepared by:	Dept/Campus:
Vendor Name:		Room #:	Ticket #:
Address:		<input type="checkbox"/> Request check to accompany Purchase Order	
City, State, Zip:		<input type="checkbox"/> Co-op	<input type="checkbox"/> Sole Source <input type="checkbox"/> 3 Quotes
Phone:		Quote #:	
Fax:		Tax Exempt # 74-6001750	

	Qty	Item #	Description	Unit Price	Amount
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

<i>To be completed by an authorized purchaser before attaching to a technology work order.</i>	Sub Total	
Print Name:		
Approval Signature and Date:	Shipping & Handling	
Budget Code:	Total Purchase	
<i>Budget code will be used to enter a requisition to the vendor or transfer money to the technology department budget if product is already in our stock.</i>		You must provide total

<u>For Technology Use Only</u>
Comments:
Technician: