

225 E. 10th STREET, BROOKVILLE, IN 47012

2025-2026 REQUISITION FORM

Requisitions shall be submitted for all supplies, services or repairs in accordance with the policies of the Franklin County Community School Corporation. Regular (non-emergency) requisitions shall be processed between July 1, 2025 and October 24, 2025 and between January 5, 2026 and March 20, 2026.

SUPPLIER _____ Phone No. _____ e-mail _____

Address _____
P.O. Box/Street _____ City _____ State _____ Zip _____

Quantity	Catalogue Number	Description	Unit Price	Total
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[illegible]

Total/this sheet

Requesting Teacher: _____ Date _____

Department Chair: _____ Date _____

Principal: _____ Date _____

Account Number _____ Date _____

FOR USE BY ADMINISTRATION OFFICE PERSONNEL

Fund _____ Program _____ Object _____ Cost Center _____ P.O# _____

AMONG OTHER FACTORS, APPROVAL IS CONTINGENT UPON AVAILABLE APPROPRIATION. If requisition is disapproved, the reason for disapproval is _____.

Date _____ Superintendent or Designee Signature _____