FRANKLIN COUNTY COMMUNITY SCHOOL CORPORATION
225 E. 10th STREET, BROOKVILLE, IN 47012

2024-2025 REQUISITION FORM
EDUCATION FUND

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, 2024 and October 18, 2024 and between January 3, 2025 and March 21, 2025.

SUPPLIER _____ Phone No._____ Fax No. _____

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

Quantity	Catalogue Number	Description	Unit Price	Total

Total/this sheet _____

Requesting Teacher:_____ Date _____
Department Chair:_____ Date _____
Principal:_____ Date _____
Account Number _____

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FOR USE BY ADMINISTRATION OFFICE PERSONNEL
Fund _____ Program _____ Object _____ Cost Center _____ P.O# _____
AMONG OTHER FACTORS, APPROVAL IS CONTINGENT UPON AVAILABE APPROPRIATION. If requisition is disapproved, the reason for disapproval is _____

_____

Date _____ Superintendent or Designee Signature _____