

PROCUREMENT OFFICE

Division of Finance
HAMPTON, VIRGINIA

No. _____

DEPARTMENTAL REQUISITION

For Internal Use Only

Date _____

Delivery Instructions _____

Dept./School _____ Title I/School Administrative Center _____

Dept./School _____

Budget Code Number _____

Street _____

Date Needed _____

City Hampton St. VA Zip _____

Approvals _____

Attention Lisa Perry or _____

Tel. No. 757-727-2023 or _____

Item	Quantity	Description
<p style="text-align: center;">Include budget information under each item when different coding</p>		
<p style="text-align: right;">GRAND TOTAL:</p>		
<p><u>VENDOR INFO:</u></p>		
<div style="border: 1px solid black; padding: 10px; text-align: center;">Please email purchase order to: Lperry@hampton.k12.va.us</div>		