

# CAMBRIDGE PUBLIC SCHOOLS REQUISITION FORM

Requester Name: \_\_\_\_\_  
 Phone#: \_\_\_\_\_  
 School/Department: \_\_\_\_\_  
 Requisition (REQ) #: \_\_\_\_\_  
 Date: \_\_\_\_\_ Page \_\_\_\_\_ of \_\_\_\_\_  
 Vendor: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Phone#: \_\_\_\_\_  
 Fax#: \_\_\_\_\_  
 Email: \_\_\_\_\_

Account	Fund	Department	Project Code

FOR PURCHASING DEPT USE ONLY	
PO #:	_____
PO Date:	_____
Vendor ID:	_____
Contract #:	_____
Type of Contract:	_____ STATE: _____
Buyer:	_____

FOR VENDOR USE ONLY	
QUOTATION ONLY	
Total Quoted Price:	_____
Quotation Good For:	_____ days
Date:	_____
By:	_____
<b>RETURN THIS QUOTATION TO:</b> Purchasing Department Cambridge Public Schools 159 Thorndike Street, Cambridge, MA 02141 Phone: 617-349-6410 Fax: 617-349-6412	

Line	Catalog / Item # / ISBN # (TEXTBOOKS)	Item Description	QTY	UNIT	Reference/Catalog	Unit Price	Total Price
1							
2							
3							
4							
5							
6							

Estimated Cost:

Subtotal:	_____
Shipping:	_____
Grand Total:	_____

I hereby certify that the articles specified above are necessary for the use of the Department and are to be used solely for the benefit of the City.

Unit Administrator	EXT#	DATE	Approved by Director/Principal/Administrator	EXT#	DATE
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Additional Comments
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