Cornbelt Educational Cooperative
1000 North West Avenue, Suite 240
Sioux Falls, SD 57104
Phone (605) 271-0218
Fax (605) 271-0220
www.cornbeltcoop.k12.sd.us

2016-2017 Purchase Requisition

Requested By: _____ **PO# (if required):** _____

Business Manager Approval: _____ **Date:** _____

***Complete a new form for each vendor.**

****Fill in ALL sections completely.** **Prioritize your item(s) by need.**

Catalog	Page Number	Item Number, Description, Color, Size, Model, etc.	Qty	Unit of Measure	Unit Price	Extended Price
		SHIPPING				
		(If not specified, please estimate 10%)				
					Total	

Suggested Vendor: (Name and Address)

_____ **Contact:** _____

_____ **Telephone:** _____

_____ **email:** _____

_____ **Website:** _____

Cornbelt Educational Cooperative