

P.O. # _____

**SPECIAL EDUCATION
PURCHASE REQUISITION
FRESHWATER EDUCATION DISTRICT #6004
Wadena, MN 56482**

DATE: _____

SCHOOL: _____

ATTN: _____

DEPT: _____

ACCOUNT NO. _____

_____ - "✓" here if using a FED P-Card for purchase.

VENDOR: _____

Phone: _____ Email/web address _____

1. All Requisitions for \$10,000.00 or more must have at least two (2) quotations, in writing, attached.
2. All Requisitions for \$35,000.00 or more must be BID with the school board approval.
3. Be sure to include shipping and handling charges – if not available estimate at 10%.
4. Please be sure to obtain authorized signature.
5. For a Vendor performing services please **attach a completed, signed W-9.**

Quantity	Catalog or Parts No.	DESCRIPTION	Unit Price	Total
		<ul style="list-style-type: none"> • Is the cost also generated by students without Individualized Education Programs (IEP's)? 	___Yes ___No	
		<ul style="list-style-type: none"> • In the absence of special education needs, would this cost exist 	___Yes ___No	
		<ul style="list-style-type: none"> • If it is a child specific service, is the service documented in the students' IEP? 	___Yes ___No	

Date _____ 20 _____

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AUTHORIZED SIGNATURE