Office Use Only: Fiscal Year Ordered _____ Date Arrived _____

# NPSS REQUISITION FORM

Complete one per vendor. Orders must add up to $50.00. Teacher resources and Christian texts are not allowed. All items must be for student use only.

| **Item Key**: NPSS Items fall into 1 of 4 categories. Label each item according to the following key. | | | | **Need Key** |
|---|---|---|---|---|
| **A1** | **A2** – Technology | **L** | **K** | **A** – CRUCIAL |
| Textbooks | Computer Software | Computer Hardware | Site Licenses | **B** – BENEFICIAL |
| Student Subscriptions | Videos | Projectors | Instructional Materials | **C** – WISH LIST |
| Supplemental Books | CD ROMs | Printers | Library Materials | **A+** – This item is crucial but could be purchased with student fees. |
| Consumable Workbooks | Electronic Media | Scanners | Art Supplies | |
| | On-line Services | | Musical Instruments | |

Teacher's Name_____
Room Number _____
TOL Branch _____
Date Filed _____
Date Needed _____

Vendor _____
Address_____
_____
Phone #_____
Website_____

| Item Type | Quantity | Catalog or ISBN # | Item (For texts, include edition, author and year.) | Unit Price | Extended Price | Need |
|---|---|---|---|---|---|---|
| **A1** | **20** | **111-1111** | **Sample Physics, 8th, Smith, 2001** | **35.00** | **700.00** | **A** |
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SUBTOTAL _____

Shipping (office use only) _____

TOTAL $ _____

Revised 10/03