



"Where Excellence is the Standard"

Purchase Requisition

Williston School District 29 12255 Main Street, Williston, South Carolina 29853 Phone: 803-266-7878 Fax: 803-266-3879 www.williston.k12.sc.us		DATE: _____ PURCHASE REQUISITION # _____ ACCOUNT # _____	
V E N D O R	[Name] _____ [Company Name] _____ [Street Address] _____ [City, ST ZIP Code] _____ [Phone] _____ Customer ID _____	SHIP TO	_____ _____ _____ _____ _____

QTY	ITEM #	ITEM NO/DESCRIPTION	UNIT PRICE	LINE TOTAL

Purpose _____ Date _____

Prepared by _____ Approved by _____

Superintendent Approval _____ Date _____

Thank you for your business!