



# School Expenditure Requisition Order

Vendor \_\_\_\_\_ Date \_\_\_\_\_ Req # \_\_\_\_\_  
 Vendor Address \_\_\_\_\_ School Name \_\_\_\_\_

QTY	Unit of Measure	Article and Description	Unit Price	Amount
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
<b>TOTAL</b>			\$	-

**SALES TAX** Under Section 2 of the Illinois Retailer's Occupation Sales Tax, Chicago Public Schools, are exempt purchasers and are NOT subject to retailer's occupations tax.

\_\_\_\_\_  
 Student Representative

\_\_\_\_\_  
 Treasurer

\_\_\_\_\_  
 Local School Council Chairperson

\_\_\_\_\_  
 Teacher-Sponsor

Approval \_\_\_\_\_  
 REQUIRED Signature of Principal

Send original Invoice Tax

Invoice must include Requisition Number.

**LOCAL SCHOOL COUNCILS** have the authority to approve expenditures over \$1,000 at elementary schools and \$2,500 at high schools (unless the LSC has increased that dollar amount).

----- **Detached Before Sending to Vendor** -----

School Account Name \_\_\_\_\_ Account # \_\_\_\_\_

<b>Status of Account</b> <b>REQUIRED</b> (This section must be completed by the Treasurer.)	Available balance as of _____ (date):	\$ -

Invoice # \_\_\_\_\_ and/or supporting documents attached  Yes  No

Date Paid \_\_\_\_\_ Check # \_\_\_\_\_