PR0016 Rev. 12/19

## SPECIAL ITEM REQUISITION For Items from a Specific Vendor Purchasing Department Lincoln Public Schools

| Today's Date: — |  |
|-----------------|--|
| Date Required:  |  |

**Grand Total** 

|        |               |                                       |                  | Yo       | ur Name:     |               |  |
|--------|---------------|---------------------------------------|------------------|----------|--------------|---------------|--|
| Vendor | Name:         |                                       |                  |          |              |               |  |
|        | Address:      |                                       |                  | Account: |              |               |  |
| Die    | count Amount  |                                       | Shipping Amount  |          |              |               |  |
| Disc   | or            | · · · · · · · · · · · · · · · · · · · | or               |          |              |               |  |
| Disc   | count Percent |                                       | Shipping Percent |          |              |               |  |
| Qty    | UOM           | Item Number                           | Descrip          | otion    | Unit<br>Cost | Total<br>Cost |  |

| Qty | UOM | Item Number | Description | Unit<br>Cost | Total<br>Cost |
|-----|-----|-------------|-------------|--------------|---------------|
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|     |     |             |             |              |               |
|     |     |             | }           | Total        |               |
|     |     |             |             | Discount     |               |
|     |     |             |             | Shipping     |               |