P.E./ATHLETIC DEPT. REQUISITION REQUEST FORM

P.E./Athletics Equipment Manager • 1000 W. Foothill Blvd., Glendora, CA 91741-1899 626.914.8655 • fax: 626.914.8659 • www.citruscollege.edu • Revised: 3/31

Name of Person Requesting:	
Extension:	
Date Requested:	
Vendor Name:	
Address:	
City, State, Zip:	
Telephone:	
Attn:	

Item No	**Quantity Needed**	**Unit**	**Description –** *Give Size, Color, Material, Model, Stock Number*	**Final Price** *Price*	*Amount*

Subtotal -	
Discount -	
Sales Tax -	
S/H -	
P.O. Total -	