El Monte Union High School District Inter-Office Transfer District Requisition

Non-Bulk Mail form for items mailed through District meter: 100 pieces to 499 pieces

Vendor's Name		U.S. Post Office			_Attention	
Quantity	Unit	Catalog	Description		Unit Price	Amount
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
Non-	All district requisitions must have proper authorization and documentation before submission to the Business Office. Please fill this form when you are in need of sending non-bulk (100 to				Subtotal	\$ -
Bulk						
Mail						\$ -
form 100 to 499 pieces	499 piec	99 pieces) mail utilizing district's mail meter machine. Submit orm to receptionest when dropping off mail to be processd by receptioniest at Disrict Office.				
Fund - Resource - Goal - Function - Object - Location - Dept						Amount
Department		-	Site	Issued By	_	Date
Department Head		-	Principal	Director		