Cornbelt Educational Cooperative

1000 North West Avenue, Suite 240
Sioux Falls, SD 57104
Phone (605) 271-0218 Fax (605) 271-0220
www.cornbeltcoop.k12.sd.us

2026-2027 Purchase Requisition

Requested By: _____ **PO# *(if required)*:** _____

Business Manager Approval: _____ **Date:** _____

Supervisor Approval: _____ **School Site:** _____

**Complete a new form for each vendor.*

****Fill in ALL sections completely.** **Prioritize your items by need.**

Item Number	Description of Item: Color, Size, Model, etc.	Qty	Unit of Measure	Unit Price	Extended Price
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
	SUBTOTAL:	0			$ -
				SHIPPING: (If not specified, please estimate 10%)	
				TOTAL:	$ -

Suggested Vendor Name: _____ **Telephone:** _____

Vendor Address: _____ **E-mail:** _____

_____ **Website:** _____

_____ **Fax:** _____