



# PINNACLE COLLEGE

## REQUISITION FORM

This form must be completed to obtain permission to purchase educational materials and texts.  
A copy of your requisition, suggested supplier and reference must be stapled to this sheet.

**1. Staff Name:** \_\_\_\_\_ Date: / /

Campus: \_\_\_\_\_ Department: \_\_\_\_\_

Description of item(s):  
1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_ Estimate Cost: \_\_\_\_\_

Reason for purchase: \_\_\_\_\_

Note: 1. If it is not a departmental need, go to step 3 (Deputy Principal-Curriculum)  
2. All details (including invoice/order form) should be attached for the finance office to finalise the request/reimbursement.

**2. Coordinator :** Name: \_\_\_\_\_

Approved  Not approved Reason for non-approval: \_\_\_\_\_

Date: / / Initials: \_\_\_\_\_ School Supply  Grant

**3. Principal:** Name: \_\_\_\_\_

Approved  Not approved Reason for non-approval: \_\_\_\_\_

Date: / / Initials: \_\_\_\_\_

**4. Supplier:** Company: \_\_\_\_\_ Tel: \_\_\_\_\_

Contact: \_\_\_\_\_ Total Cost: \_\_\_\_\_

Item(s) ordered? Order Date: / /

**PINNACLE Order Number:**  Delivery Date: / /

**5. Order Received:** Name: \_\_\_\_\_

Item(s) received Received Date: / /

Item(s) Catalogued:  N/A  Requisition Form and Invoice forwarded to the Finance Department.

Signature: \_\_\_\_\_

**6. Payment:** Form Received Date: / /  Payment/Reimbursement finalised

Accountant Name \_\_\_\_\_ Signature: \_\_\_\_\_