Order/Requisition Form

Date: School:

Person Requesting Goods:

Northern House School

Company Goods / Services being ordered from:

Address of Company:

Email of Company:

Phone Number of Company:

Have you obtained other quotes: Yes / No

If no, reasons why:

If yes companies approached and quotes:

(attach evidence/quotes if appropriate)

Dept No.	Description	Ref	£ Unit	Qty	£ Total

Signed by requester: Date:

Authorised by: Date:

Ordered by: Date:

Order Number Used:

Has the company been used before by school: Yes/No