McALLEN ISD
Fulfilling Our Promise

FACILITIES MAINT. & OPERATIONS
4309 WARRIOR AVE.
McALLEN, TEXAS 78501

MATERIAL REQUISITION FORM

(IN-STOCK ITEMS ONLY)

DATE: _____ WORK ORDER #: _____ STORE ISSUE #: _____

PERSON (S) PREPARING REQUISITION: _____

TRADE: _____ CAMPUS ID OR LOCATION: _____

BILL TO ACCOUNT. #: _____

INVENTORY MATERIAL ITEM (S) NEEDED FOR PROJECT

STOCK #	QTY.	UNIT OR EACH	ITEM DESCRIPTION

DEPARTMENT SUPERVISOR APPROVAL SIGNATURE: _____

(PERSON (S) RECEIVING MATERIAL SHOULD VERIFY ITEMS ARE CORRECT BEFORE LEAVING WAREHOUSE)