LCS #
August 12, 2013

LEON COUNTY SCHOOLS

Internal Accounts Card Requisition Form

THIS IS NOT A PURCHASE ORDER

Date _____

I, _____ request the use of the Internal Account Pcard to purchase the following item(s) from

_____ for _____

account name or number *purpose for purchase*

Vendor	List Items	Quantity	Unit Cost	Total Cost

Approved By: _____ _____ _____

Department Head/Sponsor *Bookkeeper* *Principal*

Date Approved: _____ _____ _____

Please attach any supporting documentation and return it to the Bookkeepers Office.