UNITED INDEPENDENT SCHOOL DISTRICT
TEXTBOOK REQUISITION AND DELIVERY FORM

School_____ **Date**_____

1 MULTIPLE LIST CODE	2 TEXTBOOK TITLE	ISBN	3 ENROLLMENT	4 CURRENT INVENTORY	5 TEXTBOOKS NEEDED	6 TEXTBOOKS SENT Office Use Only	7 TEXTBOOKS RECEIVED Campus Use Only

Ordering Instructions:

1. Write Multiple List Code, as it appears on the Campus Distribution Report.
2. Write Textbook Title, as it appears on the Campus Distribution Report.
3. Enter grade or subject enrollment
4. Enter current inventory obtained from the most current Inventory List, taking into consideration any Deliveries or Returns.
5. Subtract current inventory from enrollment.
6. Support Services Use Only
7. Confirmation of textbooks delivered

Requisitioned By: _____ Date: _____
(Signature of Principal or Designee Required)

Delivered By: _____ Date: _____
(Support Services Staff)

Received By: _____ Date: _____
(Signature of Principal or Designee Required)

Textbooks are loaned state property. Campuses are liable for each lost and misplaced textbook. Schools must pay the full amount of losses incurred at the time of yearly inventory.

Comments:

Requisition Number _____
PLEASE FAX TO 712-7982

SSTR/DR911-007
04/01