



HICKMAN MILLS EDUCATIONAL FOUNDATION

GRANT REQUISITION

GRANT REQUISITION SUBMISSION PROCEDURES:

1. Call 316-7040 for a purchase order number.
2. Complete this form in its entirety.
3. Attach receipt, invoice or order confirmation and return to Public Information Office at the Administration Center.
4. If grant is an audiovisual or computer, send completed requisition including PO # to Technology Department at Baptiste.
5. Technology will complete order, acquire invoice, and return completed requisition to the Director's office at the Administration Center.

Date: _____ PO# _____

Name: _____ Phone #: _____

Title Of Grant: _____

TO: _____
Name of Company

SHIP TO: _____
Name of School

_____ Street Address

_____ Street Address

_____ City, State Zip

_____ City, State Zip

_____ Telephone Number

_____ Telephone Number

Principal's Signature: _____ Grant Recipient's Signature: _____

HMEF Director's Signature: _____ Technology Director's Signature: _____
(If technology related)

ITEM NUMBER	DESCRIPTION	AMOUNT	
TOTAL			