

# MATERIALS REQUISITION FORM

(Please complete each step before submitting)

## OASIS ALTERNATIVE SCHOOL

611 School Road, Eastsound WA 98245

360-376-1598 or FAX 360-376-1524

**STEP 1:** Available Allocation from WINGS \$ \_\_\_\_\_  
 - Projected Monthly CBI Expenses \$ \_\_\_\_\_  
 = Amount Available for Materials\* \$ \_\_\_\_\_

**STEP 2:** Parent Name \_\_\_\_\_

OASIS Teacher Name \_\_\_\_\_

*(put 'New Student' if not assigned yet)*

**STEP 3:**

**OFFICE USE:**

QTY #	Item Number or ISBN	Title	Unit Price	Suggested Vendor	Subject <i>(ex: Math)</i>	Student/s	Current Grade/s	Ordered	Rec'd	Ship Date

**STEP 4:** SUB-TOTAL \$ \_\_\_\_\_  
 + Tax & Shipping \$ \_\_\_\_\_ (SUB-TOTAL x .2)  
 = TOTAL \$ \_\_\_\_\_ (not to exceed Amount Available\*)

**STEP 5:** Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

Teacher Signature \_\_\_\_\_

Date \_\_\_\_\_