

# Dundee Central School District - Textbook Requisition Form

DATE \_\_\_\_\_ REQUESTER \_\_\_\_\_

BLDG/DEPT \_\_\_\_\_ ELEM \_\_\_\_\_ HIGH \_\_\_\_\_ SPEC ED \_\_\_\_\_ REQ ID

SCHOOL YEAR      2022-23      2023-24      2024-25      2025-26

IS THIS REQUEST/VENDOR PURCHASED UNDER NYS CONTRACT?      YES    #      NO

VENDOR NAME \_\_\_\_\_

VENDOR ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_ WEBSITE \_\_\_\_\_

IS THIS THE ONLY VENDOR THAT PROVIDES THIS?      YES      NO

QTY.	ISBN	TITLE	AUTHOR	UNIT COST	TOTAL COST
SHIPPING AND HANDLING					
TOTAL ORDER					

GR. LEVEL/DEPT CHAIR REVIEW & APPROVAL \_\_\_\_\_ DATE \_\_\_\_\_

PRINCIPAL/SUPERVISOR REVIEW & APPROVAL \_\_\_\_\_ DATE \_\_\_\_\_

**NEW/REPLACEMENT TEXTBOOK SERIES MUST RECEIVE BOARD OF EDUCATION APPROVAL PRIOR TO PURCHASE. OBTAIN INSTRUCTIONAL MATERIAL SELECTION CRITERIA AND GUIDELINES FOR ADOPTION.**