



## **Equipment and Materials Purchasing Information**

### **Purchase Order Requests**

Purchase materials through various vendors using a Purchase Order Form and paid for by building administrator.

**Purchase Order Request Form** can be found at:  
<http://www2.wcpss.net/forms/forms/purch.pdf>

### **Warehouse Requisitions**

Warehouse materials and supplies can be purchased and paid for by building administrator

**Warehouse Requisition Form:**  
<http://www2.wcpss.net/forms/forms/warereqs.pdf>