

WARRANT REQUEST
Subscriptions for Magazines and Periodicals

DOCUMENT IN LIEU OF PURCHASE ORDER
Chino Valley Unified School District
5130 Riverside Drive, Chino CA 91710
(909) 628-1201 ext. 1260

Ship Subscription to: _____
School/ Site

Attention: _____

School Address Above

THIS FORM IS TO BE USED ONLY FOR NON-WEBSITE BASED MAGAZINES AND PERIODICALS.
AUTHORIZATIONS REQUIRED ARE THE SAME AS THOSE REQUIRED FOR A PURCHASE REQUISITION.

Vendor # _____

Vendor: _____

Budget _____
Initials _____
Date _____

Vendor phone: _____ **fax:** _____

Account # _____ **Amount \$** _____

Name of Subscription: ☐ Check box if separate list or order form is attached.

Term of Subscription:
(Begin date) _____ (End date) _____

Requisitioner _____ **Date** _____
signature

Site Administrator _____ **Date** _____
signature

Business Office _____ **Date** _____
signature

<p>THIS IS TO BE USED FOR NON-WEBSITE BASED SUBSCRIPTION ORDERS. Request must be accompanied by magazine order form or renewal order form; type-written list of magazines or periodicals; or an itemized invoice from vendor with date and your school name. A Chino Valley School District warrant will be processed. Please allow approximately TWO (2) weeks for normal processing.</p> <p style="text-align: right;">5/11/06</p>
