

**Purchase Requisition (All purchases >\$50 must be pre-approved)
Edina Robotics**

Date: _____

Requested by (Team) _____

	<u>Item Description</u>	<u>Used for</u>	<u>Amount</u>
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____
6	_____	_____	_____
7	_____	_____	_____
			Total _____

Additional notes or comments

Requested by:
Team Leader - Student _____
Team Mentor - Adult _____

Approved by:
Team Treasurer - Student _____
Treasurer Mentor - Adult _____

Submit requisition to Treasurers for approval. An approved requisition will be returned to you as an authorization to purchase