



HICKMAN MILLS EDUCATIONAL FOUNDATION

GRANT REQUISITION

GRANT REQUISITION SUBMISSION PROCEDURES:

1. Call 761-6667 for a purchase order number.
2. Complete this form in its entirety.
3. Attach receipt, invoice or order confirmation and return to the Administration Center Attn: HMEF Exec. Dir.
4. If grant is an audiovisual or computer, send completed requisition including PO # to Technology Department at Baptiste.
5. Technology will complete order, acquire invoice, and return completed requisition to the Administration Center Attn: HMEF Exec. Dir.

Date: _____ PO# _____

TO: _____
Name of Company

_____ Street Address

_____ City, State Zip

_____ Telephone Number

Name: _____ Phone #: _____

Title Of Grant: _____

SHIP TO: _____
Name of School

_____ Street Address

_____ City, State Zip

_____ Telephone Number

Principal's Signature: _____ Grant Recipient's Signature: _____

HMEF Director's Signature: _____ Technology Director's Signature: _____
 (If technology related)

ITEM NUMBER	DESCRIPTION	AMOUNT	
TOTAL			