



Arlington
INDEPENDENT SCHOOL DISTRICT
More Than a Remarkable Education

STAMP REQUISITION

Name of School/Department

Administrator Approval Signature

Date

Number Of Rolls	Description	Price Per Roll	Total Price

Budget Code

Picked Up By

Date

(To be signed when stamps are picked up)

1. Input the school/department name, the number of stamp rolls requested, and the budget code to be charged for the stamps.
2. Print a hard copy of the stamp requisition and obtain the signature of the principal or department administrator.
3. Bring the approved, signed original of the Stamp Request Form to the Accounting Department.
4. The individual who picks up the stamps for the school/department will sign the form to evidence receipt of the stamps.