

Requisition Coversheet

A requisition form is essential when requesting materials and services that require a Purchase Order (PO) or credit card. Please complete the form and attach the necessary information for approval. All purchases must be ***PRE-APPROVED*** by a building principal or director. Missing information will result in a denial of your requisition. Prior to turning a Requisition Form in, make sure the following is completed:

Filling out the Requisition Form:

- Indicate whether you're requesting a PO or credit card purchase
- Vendor Name
- Quantity is clearly indicated
- A brief description of items you wish to purchase and intention of items (i.e., classroom use, ELL student needs, etc.)
- Unit price
- Total
- The requester's name is clearly indicated
- Signature of Principal/Director indicating pre-approval

Required Paperwork to be attached to Requisitions (before purchase):

- Quote with pricing information
- Event agenda, invitation and/or flyer (if applicable)
- Food & Beverage Form (if applicable)

Required Paperwork to be turned in (after purchase):

- Original Receipts (receipt must be itemized)
- Printed e-mail receipt/confirmation of purchase
- Sign-in sheets of meeting/event with attendee's printed name, signature, and duration of meeting/event
- Agenda of meeting/training/conference

Please ensure you have completed the necessary forms and attached all the required information before submitting them to the Central Office for processing. All steps must be followed before any purchase with state and/or federal funds is made. An inability to follow purchasing procedures can result in a denial of purchase.

GRANGER SCHOOL DISTRICT #204

PURCHASE ORDER INSTRUCTIONS

ALL PURCHASES MUST BE PRE-APPROVED - Do not make any purchases until you have a signed purchase order. Purchasing without a purchase order, YOU could be held personally liable for those costs. (Board Policy 6210)

1. Complete a requisition form for the purchase order. The requisition form must be signed by the administrator.
 - a. Make sure all the information needed to make the purchase is on the PO (***email, quote, invoice or proposal number, item numbers, descriptions and what the purchase is for, shipping & handling, freight***)
 - b. Submit ALL original forms to Gloria Ramirez at Central Office
 - c. **Please use vendors already approved and in our system.** If it's a new vendor, please add a note (in WSIPC) with the name, address, phone, email, and fax number.
 - d. **Before requesting a new vendor, please call them and make sure they accept our purchase orders. Request a W-9 and complete the New Vendor form.**
 - e. Our preferred vendors (**Office Depot and KCDA**) MUST be used for **OFFICE and SCHOOL SUPPLIES.**
 - f. Any purchase request to Amazon will require three quotes, with two being from different vendors.
 - g. Ensure the correct code is being used (i.e., 22 for the library, 23 for the principal, 27 for teaching, 33 for curriculum, etc.).

Any information missing could result in the PO not being approved or the PO on hold.

2. If any attachments need to be sent out with the PO, email a copy with the requisition.
 - a. Attachments might include a copy of the quote, proposal, invoice, order forms, cart items, registration, etc.
 - b. **Independent Contractors:** Please submit "Independent Contractor Agreement" and W-9. **PRIOR approval is required before any payment will be issued to the vendor.**
3. If the requisition is complete and approved, a Purchase Order will be issued.
4. ALL pink and green copies of the PO will be returned to the building.
5. After receiving your order – **return the signed green copy with the packing slip to Accounts Payable (Charla Graff) ASAP.**

Please allow a 10-day turnaround for your purchase requests once Central Office has received it. This will provide time for the requisition to be approved by all the appropriate staff.