2024-2025

PULASKI ACADEMY & CENTRAL SCHOOL
REQUISITION FORM

PO #_____

Type of Requisition:
- ☐ Contractual
- ☐ Equipment
- ☐ Material & Supplies
- ☐ Textbooks

VENDOR: _____

ADDRESS: _____

CITY: _____STATE: _____ZIP CODE: _____

DATE: _____

REQUESTOR: _____

GRADE, SUBJECT, ACTIVITY: _____

ELEMENTARY   OR   MIDDLE/HIGH SCHOOL (circle one)

EMAIL #:

EXPENSE CODE:

Directions: *Use a separate requisition for each vendor. Include quantity, item # and clear description of each item you are ordering. Be specific!*
For conferences, include date, name and description; attach vendor flyer/registration form.   For repairs, include full description of work to be done.

	QTY	ITEM #	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

Maximum order: 15 items per requisition

SHIPPING / HANDLING

TOTAL

I certify that there are monies available to pay this order
and the appropriation accounts have been encumbered
for this order. Deliver items as indicated above.

Signature of Requestor:

_____
Date   **Requestor**

Administrator's Approval:

_____
Date   **Administrator**

_____
Date   **Purchasing Agent**

PULASKI ACADEMY AND CENTRAL SCHOOL
Pulaski, New York 13142

Instructions for Requisitions

1. Employee fills out a *GREEN* requisition form, then signs the form at the bottom on the **Signature of Requestor** line. **Please write legibly**, print if necessary.

   Please complete each requisition form in its entirety by including:
   a. School Year / Type of Requisition;
   b. Correct name of vendor;
   c. Complete address of vendor including zip code and **Fax Number/Email Address**
   d. Your name and **DEPARTMENT CHAIR** name as "Requestor" (please print);
   e. Enter grade, subject or activity;
   f. Circle *Elementary* or *Middle/High School*;
   g. Enter quantity & item/catalog number correctly;
   h. Complete description with sufficient information to order without referral back to requesting party (Brand name/description as in catalog or on cooperative bid listing);
   i. BOCES Bid name & number if you are ordering from a bid;
   j. Unit price and total price extended;
   k. Add 10% for shipping unless otherwise stated by vendor (no s/h for BOCES bid orders unless specified by vendor);
   l. Total page by extending prices and adding the right hand column.

2. You must use a separate requisition form for each vendor.

3. Forward completed requisition to your Administrator. Keep a copy for your file.

4. Approving Administrator signs and enters Expense Codes on requisition and submits to the Business Office. The requisition form submitted must be the *GREEN* original.

5. Purchase Orders are then authorized by Purchasing Agent and entered into the system. The *Vendor* copy is faxed to vendor, or copy is mailed to vendor. *Administrative* and *Receiving* copies are returned to the Administrator. The *Accounting* copy is filed in the business office.

6. When the order is delivered, the Administrator is responsible to ensure that either the requestor or a designee:
   a) Checks and compares the packing slip list to the purchase order receiving form to verify completeness and accuracy of the order.
   b) Signs their name and date on the receiving form *and* the packing slip.
   c) Returns receiving form *with* packing slip attached to the Business Office.
   d) Keeps a copy of the receiving form *if* order has backordered items, and repeats the procedure for all remaining shipments in the order.