PULASKI ACADEMY & CENTRAL SCHOOL
REQUISITION FORM

VENDOR:                DATE:                REQUESTOR:
ADDRESS:               
CITY: STATE: ZIP CODE:
FAX #:

PO #____________

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

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.

<table>
<thead>
<tr>
<th>QTY</th>
<th>ITEM #</th>
<th>DESCRIPTION</th>
<th>UNIT PRICE</th>
<th>TOTAL PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Maximum order: 15 items per requisition

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

Purchasing Agent
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.