



2021-2022

PULASKI ACADEMY & CENTRAL SCHOOL REQUISITION FORM

PO # _____

Type of Requisition:

- Contractual
- Equipment
- Material & Supplies
- Textbooks

VENDOR:

DATE:

ADDRESS:

REQUESTOR:

CITY: STATE: ZIP CODE:

GRADE, SUBJECT, ACTIVITY:

ELEMENTARY OR MIDDLE/HIGH SCHOOL (circle one)

FAX #:

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:

Requestor

Administrator's Approval:

Administrator

Purchasing Agent

PULASKI ACADEMY AND CENTRAL SCHOOL

Pulaski, New York

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.