

# REQUISITION GUIDELINES

1. The most important thing you can do in the requisition process is **plan ahead**. Lack of planning does not constitute an emergency order.
2. Requisitions are processed in the order received.
3. No requisitions accepted by fax.
4. Requisitions budgeted thru curriculum or special services must be sent to them first for approval. They will then forward to purchasing for processing.
5. All requisitions **must be typed**. There is a requisition on line for your use form B-110.
6. Please mark whether requisition will be a copy to vendor (CTV) or a no copy to vendor (NCTV). If neither is mark it will be processed as a NCTV.
7. A complete vendor name and address is required. Please include phone number and contact person.
8. If there is more than one page you should sub-total each page. The last page should also be sub-totaled along with a grand total of all pages.
9. Many times there are **shipping charges** that are not listed on the requisition. The company will have to contact **you** for approval of the shipping charge. This only delays your order. If the company cannot give you the correct amount for shipping have them estimate the cost. **If there is a shipping charge, include the amount in the appropriate section of the requisition.**
10. Make sure you use the correct unit. A unit is the measurement that a particular product is distributed in. Example: box, case, each, gallon, etc.
11. Make sure your quantity and unit cost equal your total cost for that item.
12. If a total line item cost is over \$5000.00 there must be **quotes attached**.
13. **Be sure you are using a current catalog with accurate pricing as incorrect pricing will delay your order.**
14. Requisitions **will be sent back** if these guidelines and the approved policies are not followed. To correct every requisition that is sent in is to time consuming and will not done.