

TAYLOR SCHOOL DISTRICT

Requisition Backup Documentation

Forward backup documentation to the Purchasing Department

Requisition #: _____ Vendor: _____
School/Dept.: _____ Initiator: _____
Date: _____ Amount: _____

REQUISITION AND REQUIRED BACK-UP MUST BE RECEIVED AT THE BOARD OFFICE BY 4:00 PM ON THE WEDNESDAY BEFORE THE BOARD MEETING FOR INCLUSION ON THAT BOARD REPORT.
(This does not guarantee inclusion due to possible questions/problems with requisition)

Backup documentation is required IF:

- Note in the comment field of the "Create Requisition" screen lists "Backup documentation to follow" (receipts/subscription card needs to be sent with P.O./agreement or contract/etc.,)
- Invoice(s) have been received for this requisition.
- **SINGLE LINE ITEM OVER \$1,000 OR TOTAL REQUISITION OVER \$2,000** requires three quotes be attached and sent to Purchasing. Quotes must clearly list comparable items.
- Other extenuating circumstances may require back-up – better safe than sorry.

If back-up documentation is not attached for the above examples, the requisition may be held.

Check all that apply:

- ☐ Advance Payment Required. _____
Authorized Signature _____ Date _____
- ☐ YES, I indicated in the comment section of the requisition "Backup documentation to follow."
- ☐ YES, I have verified pricing on REMC and WCSPC bids. (DROM for janitorial)
(If no other company offers this item or service, or the item is not available on the REMC or WCSPC bid, enter notes in the 'comment' section of the requisition. Reasonable justification must be given if a vendor other than the low bidder is selected.)
- ☐ YES, this order has been received (Confirming); please use this form as the receiving paperwork.
(If this box is checked, proof of receipt should be attached to this form. It will be forwarded to AP with P.O.)

ORDER COMPLETE, OK TO PAY: _____
Authorized Signature _____ Date _____

Note reason for confirming requisition: _____

Please find attached:

☐ Invoice(s) ☐ Receipt(s) ☐ Quotes ☐ Subscription Card ☐ Other _____

Additional Comments: _____

Make a copy of this form for your records and forward the original to the PURCHASING DEPARTMENT with documentation attached. Thank you.