

# 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.**