



GILBOA-CONESVILLE CSD

PURCHASE ORDER REQUISITION FORM

(Please Check One – Examples on Reverse)

- 200 – Equipment (Over \$500 ea.)
- 400 – Purchased Services/Contractual/Conferences
- 450 - Supplies & Materials
- 480 - Textbooks (Attach justification/committee recommendation)
- 482 - Subscriptions
- 2630 - Computer/Technology Supplies & Materials
- 2630 - Software

Requestor: _____

Dept./Class/Activity: _____

Bid Items: Yes / No (Please circle)

If item is not purchased through a bid at least 2 catalog or price sheet comparisons with vendor name and date of quote are required to be researched for purchases less than \$7,500.

Qty	Item Number	Item Description	Unit Price	Total Cost

Name & Address of Vendor

Phone: _____

Fax: _____

Website/Email: _____

**For Shipping: Please contact the company for exact figure. If S & H are free, please indicate you have confirmed.*

Subtotal: _____

S & H: _____

Total: _____

Approved

Superintendent: _____ Date: _____

Budget Code: _____

(Office Use Only)

_____ Date entered WinCap _____ Initial

_____ Date removed WinCap _____ Initial

Type of purchases:

200 Equipment:	Items with a cost value of \$500 or more each. Items require justification for purchase.
400 Purchased Services/Contractual/ Conferences:	Purchases for conference registration fees, lodging or services or for annual contract charges. These would include repair, labor or performance charges for work completed.
450 Supplies & Materials:	Consumable materials for use. Generally valued less than \$500. Literature books would be considered a Supply and Material.
480 Textbooks	Classroom sets of printed materials, including workbooks. Requests for textbooks must have the approval / recommendation of committee review.
482 Subscriptions	Includes printed subscriptions for instructional items for classroom distribution. i.e. - Weekly Readers.
2630 – Computer Supplies & Materials	Any technology item for use in the classroom. Includes computers, Ipads, headphones, etc.
2630 – Software	Computer based instructional programs, including apps for Ipads and other devices