

REQ# \_\_\_\_\_

# THE KENTON COUNTY SCHOOL DISTRICT REQUISITION

(ALL INFORMATION MUST BE CORRECTLY FILLED IN AND LEGIBLE)



DATE \_\_\_\_\_ SHIP \_\_\_\_\_

VENDOR \_\_\_\_\_ TEACHER/DEPT \_\_\_\_\_

ADDRESS \_\_\_\_\_ BUDGET \_\_\_\_\_

ACCOUNT # \_\_\_\_\_

QUANTITY	ITEM NO.	ITEM DESCRIPTION	UNIT COST	TOTAL

\_\_\_\_\_ % Discount \_\_\_\_\_  
 \_\_\_\_\_ Freight \_\_\_\_\_  
 \_\_\_\_\_ TOTAL \_\_\_\_\_

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**CIRCLE THE TYPE OF PURCHASE, FILL IN ANY APPLICABLE BLANKS, AND ATTACH ANY REQUIRED DOCUMENTATION**

- |  |   |
|--|---|
| 1. Bid # _____   | 8. Resale Item                            |
| 2. State/Fed Gov't Agency/Coop Price Contract _____  | 9. Replacement Parts                      |
| 3. Competitive Negotiations- <i>Small Purchase Determination &amp; Finding Form Required</i> | 10. Significant Savings                   |
| 4. Small Purchase  | 11. Perishable Items                      |
| 5. Emergency (Declared by Superintendent <b>ONLY</b> )                                       | 12. Authorized Travel Outside of District |
| 6. Single Source   | 13. Copyright Material                    |
| 7. Licensed Professional/Technician  | 14. Other/Explanation                     |

**Determination & Finding Form Required for Items 5-10**

Teacher/Dept. Head \_\_\_\_\_  
Date \_\_\_\_\_

Principal \_\_\_\_\_  
Date \_\_\_\_\_

Program Coordinator \_\_\_\_\_  
Date \_\_\_\_\_

Purchasing \_\_\_\_\_  
Date \_\_\_\_\_

**This is not a purchase order.** This form is to be used to request purchase approval and a purchase order number. Not following the proper procedures for purchasing may result in out-of-pocket expense. Remember to **plan your purchases**. Retain the gold copy for your records and send the other copies to the Central Office after the request is filled out **completely**.