

CTE PURCHASING AND REQUISITION INSTRUCTIONS

FOLLOW ALL DIRECTIONS:

1. DETERMINE IF VENDOR IS ACTIVE IN LINQ (CONTACT TOMMYE).

IF NOT, COMPLETE A “**VENDOR REQUEST FORM**” (ONLINE) AND OBTAIN W-9 FORM FROM VENDOR. GIVE TO TOMMYE SO THAT FINANCE CAN SET THEM UP IN LINQ. THIS HAS TO BE DONE BEFORE ORDERING.
2. FOR **ALL VENDORS**, CONFIRM 1) CONTACT PERSON, 2) CONFIRM EMAIL ADDRESS AND FAX NO. BEFORE SUBMITTING REQUISITION FORM. THIS IS VERY IMPORTANT. PURCHASE ORDERS ARE SENT TO THE VENDORS BY EMAIL FROM THE FINANCE DEPT. IF AN INCORRECT EMAIL ADDRESS IS ENTERED, THEN THE PURCHASE ORDER CANNOT BE DELIVERED TO VENDOR!
3. AS SUPPLIES AND MATERIALS ARE INCREASING DAILY, IT IS VERY IMPORTANT TO CONFIRM CURRENT PRICE WITH CONTACT PERSON AT THE VENDOR. A CURRENT QUOTE IS PREFERRED.
4. SHIPPING IS TO BE ADDED TO THE REQUISITION FORM AND IT IS SUBJECT TO BEING TAXED. SHIPPING COST ALSO NEEDS TO BE CONFIRMED WITH VENDOR AS THIS IS PART OF THE COST OF SUPPLIES. SOME VENDORS DON'T CHARGE A SHIPPING COST SO BE SURE THAT YOU CONFIRM THIS AS WELL (AND NOTE ON THE REQUISITION THAT SHIPPING IS FREE.)
5. WE ARE NOT TAX EXEMPT. SALES TAX MUST BE ADDED.
6. COMPLETE “**REVISED REQUISITION FORM**” AS INSTRUCTED ON THE FORM. WHEN YOU PRINT, BE SURE THAT ALL OF THE REQUISITION FORM IS ON ONE PAGE AND ITEM NUMBERS AND DESCRIPTION OF ITEMS ARE COMPLETE BEFORE PRINTING/EMAILING TO TOMMYE. THEN IT WILL BE GIVEN TO CRYSTAL HOKE TO REVIEW. BUDGET CODES WILL BE ADDED, AND THEN SHARON MEHAFFEY, C.F.O. WILL APPROVE AND FINANCE WILL EMAIL TO VENDOR.
7. SEND ORIGINAL HARD COPY OF THE PURCHASE ORDER TO TOMMYE.
8. AFTER SIGNED, YOU WILL RECEIVE A COPY OF THE P.O. AND A “ **P.O. COMPLETE**” FORM TO BE RETURNED TO TOMMYE AFTER ALL ITEMS ARE RECEIVED FROM VENDOR. ANY PACKING SLIPS, INVOICES, ETC. SHOULD ACCOMPANY “**P.O. COMPLETE FORM**” AS SOON AS POSSIBLE TO PROCESS FOR PAYMENT.
9. A LEAVE FORM IS TO BE SUBMITTED FOR: 1) ALL WORKSHOPS, 2) LOCAL TRAVEL OUT OF THE COUNTY ONLY AND 3) UPFRONT REGISTRATION THAT IS AT LEAST \$95.00.