

Requisition Guidelines

Requisition required at \$3,500 for Schools (sites that permanently have students) and \$5,000 for Departments. ****See exceptions below.**

For orders and services requiring a requisition, the requisition must be entered into PeopleSoft and a purchase order issued by the Purchasing Department prior to any work being done or any items being ordered.

A requisition is a request to order supplies/services or to enter into a contract. The purchase order is the authorization to proceed with an order. If Purchasing deems necessary, or federal and/or state statutes require, we will perform solicitations on items or services. This may result in a different vendor used than entered on the requisition.

****Exceptions:**

- All BOOKS need a requisition at \$1000. This includes any materials being purchased with the textbook budget code.
- **Title I and Special ED orders must be pre-approved prior to ordering by Title I and Special ED (see Title I Handbook)**
- **Grants: For Federal Grants, requirements are similar to Title I and Special Ed purchasing rules and must adhere to all federal and grant regulations/guidelines.** All other grants, follow the individual grant contract or award requirements/restrictions. All grant purchases must follow District Purchasing Procedures (requisition required over specified dollar amounts or if included on the exception list).
- All Furniture Items – furniture purchases require a requisition; check with Facilities prior to entering a requisition.
- All Portable and Attractive Items follow flowchart on District website.
- Copiers & Cell phones – contact Technology Services
- Consultant contracts – all contracts SPPS enters into (needs a signature) needs to be entered in the eRFP contract management system (contact P&CS with any questions on contracting process)

Requisition required at any dollar amount for:

- Apple products most items are located in catalog in PeopleSoft (contact Tech Services for any products not in the catalog to secure a quote)
- Computers of any type not Apple including desktops, laptops/notebooks, tablets, Kindles, etc. (enter service ticket with Tech Services to obtain a quote prior to entering REQ)
- Printers & Laminators (enter service ticket with Tech Services to obtain a quote)
- Software (enter service ticket with Tech Services to obtain a quote)
- Projectors (typically purchased from Tierney contract)
- Furniture & Appliances (contact Facilities to obtain a quote prior to entering REQ)
- Construction, any hard-wired items or anything that will be screwed, nailed, or otherwise attached to walls or other surfaces. (contact Facilities with needs)
- Portable and Attractive Items – items that are considered to be at high risk for theft and could easily be stolen (follow flowchart on District site to determine).

Do not submit a requisition, at any dollar amount, for the following:

- Postage
- Memberships Tuition
- Field Trips (unless accompanied by a contract for room rental etc.)
- Food (unless accompanied by a contract for room rental etc.) need to follow food policy
- Travel or hotels (follow travel procedures)
- Conferences/Training/Workshops/Registrations (follow travel procedures)
- Fund Raising items (such as food, coupon books, wrapping paper, etc.)