PURCHASE ORDER PROCEDURES

1. Purchase Requisition must be completed (Vendor/Description/Cost).
2. Employee must sign requisition and submit to school site secretary.
3. Requisition presented to administrator for approval/non-approval.
4. School site secretary request order thru district accounting software to Central Office: Office of Purchasing.
5. Vendor to be notified thru a Purchase Order only to deliver items to the district.
6. District warehouse will deliver order to school site.

MERIDIAN PUBLIC SCHOOL DISTRICT
PURCHASE REQUISITION (SUBMIT IN DUPLICATE) REQUISITION .

$	Budgeted Amount	[ ]	Instructional	[ ]	New	[ ]	Under $1,500
$	Uncommitted	[ ]	Supportive	[ ]	Replacement		
$	This Requisition	[ ]	Equipment	[ ]	Salary	[ ]	$1500 to $10,000
$	Balance	[ ]	Supplies	[ ]	Fee		
		[ ]	Service	[ ]	Refund	[ ]	Over $10,000
		[ ]	Repair				

Budget Account No.:

School/Location:

Mark For:

Shipping Address:

VENDOR INFORMATION

Company:

Street Address:

City:

PURPOSE FOR MATERIAL:

Phone

Originator's Signature Date

Administrator's Signature Date

Item	Qty	Catalog No.	Complete Description of Item	Unit Cost	Total Cost
1					
2					$0.00
3					$0.00
4					$0.00
5					$0.00
6					$0.00
7					$0.00
8				S&H	
					$0.00

THIS SECTION FOR CENTRAL OFFICE USE

[ ] Purchase Order Issued [ ] Purchase Order Issued
[ ] Price Quotation Requested
[ ] Formal Bid Request [ ] State Contract
P.O. No. _____ Date_____
Purchasing Supervisor

Central Office Approval Date

Superintendent's Signature

MERIDIAN PUBLIC SCHOOL DISTRICT

Federal Money Warehouse Requisition

$ _____	Budget
$ _____	Uncommitted
$ _____	This requistion
$ _____	Balance

WAREHOUSE USE ONLY

Received: _____

Date Shipped: _____

Charges: $ _____

Name _____ Account # _____

School _____ Date _____ Requisition # 140

(SUBMIT ORIGINAL AND 1 COPY)

DESCRIPTION	QUANTITY	PRICE	TOTAL	WAREHOUSE SHIPPED	WAREHOUSE PRICE
Bands, Rubber #18		.62			
Bands, Rubber #33		.62			
Book, Class Record, 9 week		4.31			
Book, Daily Plan (Small)		2.50			
Book, Receipt, 4 per pg. (triplicate) each book		3.87			
Border, Apple		3.10			
Border, Big Rainbow Dots Variety Pk.		9.35			
American Flag		2.99			
Border, Leaves of Autumn		3.10			
Border, Gel Stars		3.10			
Border, Education		3.40			
Border, Terriffic Trimmers (40 pc. Red, Blue, Silver, Yellow)		11.75			
Border, Rainbow Swirls		3.10			
Border, Reading		3.40			
Border, Snowflakes or Christmas Toys		3.10			
Border, Butterfly		3.10			
Border, Crayon or Word Flags		3.10			
Border, U.S. Presidents (40 pc.)		11.50			
Card, Index (3 X 5) (pkg. 100) (white/lined)		1.20			

_____ _____

PRINCIPAL/DEPARTMENT SUPERVISOR DATE
(Principal must forward to Director of Federal Programs)

_____ _____

DIRECTOR OF FEDERAL PROGRAMS DATE

FORM: 014 Revised 7/2016

DESCRIPTION	QUANTITY	PRICE	TOTAL	SHIPPED	PRICE
Card, Index (3 X 5) (plain white)		.90			
Card, Index (3 X 5) (pkg. 100) Asst. Lined		2.17			
Card, Index (4 X 6) (pkg. of 100) (white lined)		.77			
Card, Index (4 X 6) (plain white)		1.10			
Card, Index (5 X 8) (pkg of 100) WHITE		1.80			
Card, Index (5 X 8) (pkg of 100) ASSORTED		2.20			
Certificate, Attendance (36 per pk)		4.48			
Certificate, Good Conduct (36 per pk)		5.20			
Certificate, Honor Roll (36 per pk)		5.20			
Chalk, White (each box)		1.25			
Chalk, Yellow (each box)		1.25			
Clips, Binder 1 1/2 X 5/8		1.37			
Clips, Paper #1 (each box)		.15			
Clips, Paper Jumbo (box)		.55			
Clips, Tab (36 pk.)		3.14			
Clock, Wall		9.19			
Correction, Liquid Paper		1.03			
Correction, Tombo Tape		3.49			
Crayons, Crayola (832 crayons in 16 colors)		45.31			
Crayons, Washable (24 set)		2.99			
Crayons, Wipe-Off 8 pk		3.59			
Desk Grip Pop-Up 3 X 3 Notes (Blue Daisy)		5.99			
Disinfectant, Spray		5.88			
Dispenser, Masking Tape		5.08			
Dispenser, Tape C-15		2.15			
Dispenser, High-Heel		8.40			
Dividers, Write-On (box of 5)		4.79			
Envelopes, Bulk Mail Permit Stamped (each)		.22			
Envelopes, Manila (10 X 13) 100 per box		8.40			
Envelopes, Manila (6 X 9) 100 per box		4.91			
Envelopes, Manila (9 X 12) 100 per box		6.97			
Envelope Moistener		1.65			
Envelopes, White (#10) 500 per box		8.02			

DESCRIPTION	QUANTITY	PRICE	TOTAL	SHIPPED	PRICE
Envelopes, White Window (#10)		5.40			
Erasers, Chalkboard (priced individually)		.57			
Folder, Hanging File (Assorted letter/25 pkg)		7.25			
Folder, Letter File (100 per box)		5.50			
Folder, Letter File (bx. 100 assorted colors)		12.88			
Flag, Sign Here		4.94			
Flag, U.S. - Outdoor 5 X 8 Nylon		36.50			
Glue, All Purpose Elmer's (8 oz. bottle)		1.09			
Glue, All Purpose Elmer's (per gallon)		10.49			
Glue, Washable Glitter 5 pk.		3.05			
Growth Chart		5.39			
Highlighter, Assorted (set of 4)		1.70			
Highlighter, Pink		.35			
Highlighter, Yellow		.35			
Highlighter, Sharpie Liquid Pen (dozen)		9.80			
Highlighter, Sharpie (set of 6)		3.05			
Index Tabs, Post-It Durable 1"		3.80			
Lock, Brass Padlock		8.66			
Lock Bar, (4 drawer file locking bar)		33.95			
Lock, Cabinet		7.12			
Marker, Dry Erase -Black		.97			
Marker, Dry Erase -Blue		.97			
Marker, Dry Erase -Green		.97			
Marker, Dry Erase -Red		.97			
Marker, Dry Erase Expo Neon (set 3)		4.50			
Marker, Felt Tip - Black		.45			
Marker, Felt Tip - Blue		.45			
Marker, Felt Tip - Green		.45			
Marker, Felt Tip - Red		.45			
Marker, Felt Tip - Yellow		.45			
Marker, Sharpie Mini Marker (set of 4)		4.19			
Marker, Sharpie Permanent (assorted 12 pk)		8.98			
Marker, Wet Erase Vis-A-Vis		10.79			

DESCRIPTION	QUANTITY	PRICE	TOTAL	SHIPPED	PRICE
Markerboard cleaner		2.55			
Markerboard eraser (dry-erase)		1.38			
Nametags (36 set)		3.50			
Pad, Legal - canary 8 1/2 X 11 3/4		.55			
Pad, Legal - white 8 1/2 X 11 3/4		.60			
Pad, Legal - canary 8 1/2 X 14		.65			
Paper, Adding Machine (2 1/4 in. roll)		.70			
Paper, All Purpose 8 1/2 X 11 - case		25.10			
Paper, All Purpose 8 1/2 X 11 - ream		2.60			
Paper, All Purpose 8 1/2 X 14 - case		40.00			
Paper, All Purpose 8 1/2 X 14 - ream		4.00			
Paper, Color Copy -ream (Bright Blue)		7.49			
Paper, Color Copy -ream (Bright Orange)		7.49			
Paper, Color Copy -ream (Bright Red)		7.49			
Paper, Color Copy -ream (Bright Green)		7.49			
Paper, Color Copy -ream (Bright Yellow)		7.49			
Paper, Color Copy -ream (Bright Pink)		7.49			
Paper, Construction (9 X 12) Assorted		1.19			
Paper, Construction (9 X 12) Black		1.29			
Paper, Construction (9 X 12) Dark Blue		1.29			
Paper, Construction (9 X 12) Lt. Yellow		1.29			
Paper, Construction (9 X 12) Medium Green		1.29			
Paper, Construction (9 X 12) Orange		1.29			
Paper, Construction (9 X 12) Red		1.29			
Paper, Construction (9 X 12) Violet		1.29			
Paper, Construction (9 X 12) Warm Brown		1.29			
Paper, Construction (9 X 12) White		1.29			
Paper, Astrobrite Copy (500 assorted colors)		11.05			
Paper, Drawing Manilla (12 X 18) 500 per rm.		13.84			
Paper, Kraft Duo Finish (36X100) Yellow		14.99			
Paper, Kraft Duo Finish (36X100) Orange		14.99			
Paper, Kraft Duo Finish (36X100) Red		14.99			
Paper, Kraft Duo Finish (36X100) Green		14.99			

DESCRIPTION	QUANTITY	PRICE	TOTAL	SHIPPED	PRICE
Paper, Kraft Duo Finish (36X100) Blue		14.99			
Paper, Kraft Duo Finish (36X100) Purple		14.99			
Paper, Kraft Duo Finish (36X100) Black		14.99			
Paper, Kraft Duo Finish (36X100) White		13.65			
Paper, Poster Board (22 X 28) Blue		.60			
Paper, Poster Board (22 X 28) Canary		.60			
Paper, Poster Board (22 X 28) Cardinal		.60			
Paper, Poster Board (22 X 28) Green		.60			
Paper, Poster Board (22 X 28) Orange		.60			
Paper, Poster Board (22 X 28) White		.60			
Paper, Tagboard Manila (18 X 24) 100 pkg.		11.82			
Paper, Tagboard Manilla (24 X 36) 100 pkg.		42.80			
Paper, Wrapping Brown (36 in.)		38.22			
Pencils, Colored (set of 12)		1.50			
Pencils, Crayola Colored (240 count)		28.99			
Pencils, Lead (Ticonderoga #2) per doz		1.67			
Pencil, Sharpwrite (set of 5)		2.48			
Pens, Bic Teacher's 4-color click		2.60			
Pens, Bic Comfort Grip Rollerball (doz Black)		6.00			
Pens, Bic Comfort Grip Rollerball (doz Blue)		6.00			
Pens, Bic Comfort Grip Rollerball (doz Red)		6.00			
Pens, Foray Rollerball (4pk)		1.60			
Pens, Pilot Roller Ball 7MM Black (DOZ)		12.70			
Pens, Pilot Roller Ball 7MM Blue (DOZ)		12.70			
Pens, Pilot Roller Ball 7MM Red (DOZ)		12.70			
Pens, Pilot V5 (assorted set of 7)		7.72			
Pins, Straight		.60			
Post It Arrow Flags (96 asst. colors)		2.80			
Post It Notes Assorted (2 X 2)		2.99			
Post It Notes 3 X 5 (yellow)		4.75			
Post-It Notes 3 X 3 (yellow)		2.72			
Post-It-Notes 3 X 3 (5 pk assorted)		6.58			
Post-It Notes, 1 1/2 X 2 (yellow)		1.31			

DESCRIPTION	QUANTITY	PRICE	TOTAL	SHIPPED	PRICE
Punch, Paper (3-hole fixed)		3.90			
Requisition, Instructional Warehouse		N/C			
Requisition, Janitorial Warehouse		N/C			
Sanitizer, Hand (Purell 12 oz)		4.70			
Scotch Lightweight Mounting Putty 3 oz.		2.07			
Sentence Strip (3 X 24) (yellow)		3.89			
Sentence Strip (3 X 24) (assorted color)		5.39			
Sentence Strip Wipe Off #30		5.79			
Sharpener, Pencil (manual)		7.92			
Sharpener, Pencil (Electric)		17.90			
Shears, All Purpose 8 in.		1.21			
Shears, Junior 5"		1.49			
Sheet Protector (100 clear)		4.70			
Staple Remover (each)		.65			
Stapler, Manual		3.10			
Stapler, Electric Desktop		22.50			
Staples, Refill		.55			
Tablet, Assorted Chart 24 X 16		5.95			
Tablet, Chart (1 1/2" ruled) 24 X 16		5.39			
Tablet, Chart (1 1/2" ruled) 24 X 32		4.50			
Tablet, Primary Writing		1.67			
Tacks, Thumb		.74			
Tape, Colored Office		2.00			
Tape, Magic Transparent 3/4 in. roll		.80			
Tape, Masking 1"		.83			
Tape, Packing (with refillable dispenser)		4.70			
Tape, Packing (refill)		1.25			
Tissue, Kleenex		1.10			
Wipes, Lysol Disinfecting		4.32			
Raffle Tickets		2.72			
Pocket Folders (4 pocket)		1.98			
TOTALS		**$**		**$**	

Received: _____ Date: _____

Meridian Public School District

PRINTING REQUISITION

Budget year 20 ____ - 20 ____

All information in this area MUST BE COMPLETED

(DO NOT FAX)

Name: _____

School/Location: _____

Date submitted: _____

Date needed: _____

(SUBMIT AT LEAST 2 WEEKS PRIOR TO DATE NEEDED - ADDITIONAL TIME MAY BE REQUIRED IF LAYOUT/DESIGN IS REQUIRED)

Department: _____

Budget account #: _____

[ ] **THIS CLUB/ACTIVITY ACCOUNT MUST BE INVOICED AND PAID BY CHECK**

Administrator's signature: _____

(MUST BE SIGNED BY ADMINISTRATOR RESPONSIBLE FOR THIS BUDGET)

NAME OF MATERIAL / ITEM TO BE PRINTED:

(1 item per requisition) - MUST BE COMPLETED - DO NOT PUT "SEE ATTACHED"

_____

_____

Special Instructions (if any): _____

_____

_____

Publication/Print Center Use Only

Date Received: _____ Job #: _____

COPIES: _____

PAGES: _____

SIZE:

[ ] Letter - 8 1/2" X 11"

[ ] Letter Half - 5 1/2" X 8 1/2"

[ ] Legal - 8 1/2" X 14"

[ ] Tabloid - 11" X 17"

[ ] Other _____

INK COLOR:

[ ] BLACK

[ ] FULL COLOR

NCR PAPER:

[ ] 2 part white/yellow

[ ] 3 part white/yellow/pink

[ ] 4 part white/yellow/pink/gold

[ ] 5 part white/green/yellow/pink/gold

PAPER:

20# PAPER (REGULAR)		90# PAPER (INDEX)
[ ]	White	[ ]
[ ]	Green	[ ]
[ ]	Blue	[ ]
[ ]	Canary	[ ]
[ ]	Goldenrod	[ ]
[ ]	Buff	[ ]
[ ]	Pink	[ ]
[ ]	Salmon	[ ]

Special Paper _____

HANDLING:

[ ] Front & Back [ ] Front Only

[ ] As is (combination front & back)

[ ] Fold [ ] Collate

[ ] Pad [ ] Cut

STAPLE:

[ ] Upper left (1 staple)

[ ] Left side (2 staples)

BINDING:

[ ] Drill Holes:
2 3 Other _____

[ ] Booklet (folded & stapled)

[ ] Spiral Binding (max 50 books)