

Technology Vendor REQ Which Requires Delivery to multiple locations within the District Office

New Vendor Requisition - FY 2019 {2018/2019}

Requisition | Items | Accounts | Payments | Quotes | Approvals | Assets | Attachments | Notes | History

Requisition/Vendor Information		Order Information	
1 - Requisition Information		4 - Order Cost Information	
Dept Id	PURCH {PURCHASING DEPARTMENT}	Non Taxable Amount	
Academic Department		Taxable Amount	
Requisitioner	JADE BRANDON	Sub Total	
Request Date	4/11/2019	Tax Rate	8.375
Order Location	⊗	Sales Tax	
Delivery Location	⊗	Shipping Pct	0.00
Room		Shipping Amount	
Comment	⊗	Tax on Shipping	No
Responsibility		Total Cost	0.00
Category		Adjustment Amount	
Goods and Services Category		5 - Summary/Status Information	
2 - Vendor Information		On Hold	No
Order Type	PO with Receiving	Status Comment	
Online Order		Date Approved	
Online Order Contact		Board Date	
Vendor Category		PO Print Date	
Vendor Id		Line Item Cnt	
Vendor Address Id		Line Items Fully Rcvd	
Vendor Name		Total Qty Ordered	
Street Address		Total Qty Rcvd	
City State Zip		Amount Received	
Phone / Fax		Date Completed	
Allows Emailing POs		Days to Complete	
Quote Number		Fixed Asset Count	
Credit Card Id		6 - Accounting Information	
3 - PO Information		Account Distribution Option	
PO Date		Acct Distributed Amt	
Buyer		Acct Undistributed Amt	
Delivery Date		Amount Encumbered	
Change Notice Date		Amount Expensed	
Change Notice Count		Amount Liability	0.00
Change/Cancel Msg		7 - Add/Update Information	
Ship Via			
Terms			
FOB			

When placing a Technology Vendor Requisition that will be received in the Warehouse please add **Room** location. This will let us know whether to deliver the order up to the *Tech Room*, the *Repro Room* or stage in the *Warehouse* until further notice. If there are multiple items on the same PO that require deliver to multiple areas, please provide information in the **NOTES** section in ESCAPE that outlines the items and each items individual delivery location. For Example if Hogan orders 3 Smart TVs all for different room assignments the **NOTES** would read; Smart TV Hogan Room 4 Smart TV Hogan Room 5 Smart TV Hogan Room 6. If the items on the PO are different types of items, please specify the type and model along with the assignment location.

Once your items are delivered to one of the three locations (*Tech Room*, *Repro Room*, *Warehouse*), if the items need to be picked up and redelivered out, please email the **Mailroom** with your request. Please include pick-up location and number of boxes to be picked up and delivery location if applicable.