

REQUISITION FORM TIPS

- I. Fill out form. Information to be included on the requisition form:
 1. **Vendor** name, address, phone, & fax
 2. **Date** requested
 3. **Name of requestor** (your name)
 4. **Department** (i.e. Music, Library, Math, etc.)
 5. **Classroom/Department Use:** Indicate whether items will be for individual (classroom) use or departmental/grade level use (i.e. "Classroom" or "Department").
 6. **Budget Code:** if known. If not, leave blank for building/area secretary.
 7. **Specific items:** Include **quantity, unit price, item number, description, and the total amounts.** For a large list of items, please write "As per list" and attach a list of the specific items from vendor (i.e. from School Specialty, etc.). Subtotal per list must match requisition form.
 8. **Include shipping, if any.** If shipping is unknown, estimate at 10% of subtotal cost. If shipping is free, please indicate on form.

- II. Submit completed requisition form to building/area secretary (electronically or in paper).

Under no circumstances are requisition forms to be sent to vendors.