



RAYMONDVILLE INDEPENDENT SCHOOL DISTRICT

THIRD FINANCE MEETING
OF THE 2015-2016 YEAR

JANUARY 13, 2016
9:00 – 11:00 A.M.

PROCESS – OF ENTERING A REQUISITION

BY:
MARY VALLEJO
WIL-CAM CO-OP SP. ED. SECRETARY

The following are the essential elements to fill out a requisition.

1. NAME OF SCHOOL OR DEPT:
Type the School/Dept. name, and where applicable, the program and name of the teacher.
2. REQUISITIONED BY:
Principal/Administrator name.
3. VENDOR NAME/VENDOR NUMBER:
Complete information of vendor: name of vendor, address, city, state, zip code. Vendor Number to be provided by Finance (Finance use only!)
4. DELIVERY TO ADDRESS BOX:
All deliveries go to the 420 FM 3168 Raymondville, TX 78580.
5. BID NUMBER:
Current bid number should be typed in the detail area.
6. ITEM NUMBER:
Number of items in ascending order.
7. QUANTITY:
Quantity of items to be purchased.
8. DESCRIPTION, PART OR CATALOG NUMBER:
Describe the item that you want to purchase. Specificity is required.
9. UNIT PRICE:
Price per each item.
10. TOTAL AMOUNT:
Product quantity times unit price.
11. TOTAL:
The addition of "Total Amount" column.
12. AUTHORIZED APPROVER(S):
Administrator/Principal signature, Purchasing Agent, Federal Programs Director, Accountant, Chief Accountant, CFO, and Superintendent.
13. PURCHASE AUTHORIZATION:
Administrator for Purchasing.
14. ACCOUNT NUMBER:
Select correct account number.

WIL-CAM PUPIL SERVICES COOPERATIVE

420 FM 3168
 RAYMONDVILLE, TEXAS 78580
 (956) 689-8174 * FAX: (956) 689-8154

Person placing order: MARY VALLEJO Campus: Wil-Cam Coop

Name of Vendor: QUILL

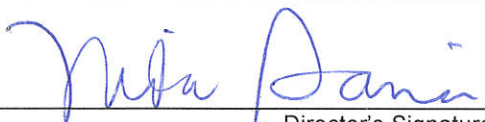
Mailing Address: P.O. BOX 37600

PHILADELPHIA, PA 191-0600

Phone No.: 800-789-1331

FAX No.: 800-789-8955

Qty	Item No.	Description	Unit Price	Total
		<u>REGION I - PROPOSAL #14-11-06</u>		
		OFFICE SUPPLIES FOR SP. ED.		
		STAFF AT WIL-CAM CO-OP		
		<u>QUOTE #87179773</u>		
2	901-RGCN6	DELL RGCN6 USE AND REUTRN LASER TONER CARTRIDGE: BLACK (GLORIA)	91.99	183.98
1	901-E7175016	2016 AT-A-GLANCE DESK CALENDAR REFILL, 3 1/2" X 6" WHITE	5.94	4.94
1	901-35006	SCOTCH SURE START SHIPPING TAPE: CLEAR 6 ROLLS	26.77	26.77
1	901-WOTAPP10	BIC WITE-OUT BRAND EZ CORRECT 10/PACK	21.99	21.99
1	901-392467	BROTHER TN460 BLACK HIGH-YIELD LASER TONER CARTRIDGE FOR FAX MACHINE	84.99	84.99
		Shipping and Handling		
Total				\$323.67


 Director's Signature

1/13/16
 Date of Approval

SUPPLIES/MATERIALS - OFFICE

437.21.6399.00.751.0.23.000

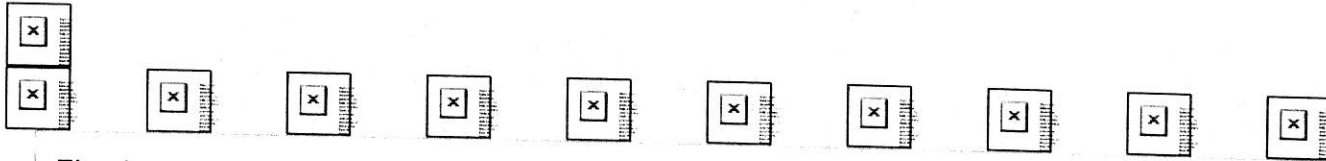
Account Name

P.O. No.

Fund No.

Vallejo, Maria

From: confirmation@quill.com
Sent: Wednesday, December 16, 2015 12:28 PM
To: Vallejo, Maria
Subject: Quote Confirmation








Thank you for choosing Quill! Mary Montelongo!

Here is the quote you requested. When you are ready to place your order or if you have any questions, you can reach us by email at info@quill.com, by phone at 800-789-1331 or by fax at 800-789-8955. Please note: The prices on this quote will be honored for 30 days.

Quote Details



Shipment 1
Order: 87179773

Item Number	Product Description	Color	Quantity	Unit	Price	Total
 901-RGCN6	Dell™ RGCN6 Use and Return Laser Toner Cartridge; Black		2 EA	EA	\$91.99	\$183.98
 901-E7175016	2016 AT-A-GLANCE® Desk Calendar Refill, 3 1/2" x 6", White, (E717-50)		1 EA	EA	\$5.99 \$5.94	\$5.94
 901-35006	Scotch® Sure Start Shipping Tape; Clear, 1.88"x55Yd, 6 Rolls	Clear	1 PK	PK	\$31.49 \$26.77	\$26.77
 901-WOTAPP10	BIC® Wite-Out® Brand EZ Correct™ Correction Tape, 10/Pack	White	1 PK	PK	\$21.99	\$21.99
 901-392467	Brother® TN460 Black High-Yield Laser Toner Cartridge	Black	1 EA	EA	\$99.99 \$84.99	\$84.99
Subtotal:						\$323.67

Delivery: FREE
Estimated Tax: \$0.00
Shipment Total: \$323.67

Quote Summary

Merchandise Total: \$323.67
Handling: FREE
Delivery: FREE
Estimated Tax: \$0.00
Total: \$323.67

You saved \$20.77 today!

School Account Savings*

Your School Account Savings, including sales: \$20.77

**Savings reflected in your merchandise total*

Quote Information

Quote Number: 87179773
Quote Date: 12/16/2015
PO Number:
Account Number: 2072646

Billing Information

Raymondville Isd
419 Fm 3168
Raymondville, TX 78580
Open Account

Delivery Information

Raymondville Indep Sch Dist
Receiving
420 Fm 3168
Raymondville, TX 78580

Delivery Method: UNITED PARCEL
SERVICE

Thanks again for shopping at Quill.com!

If we can do anything to increase your satisfaction, please reply to this email or call us at 800-789-1331 .

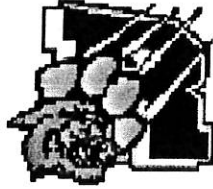
We reserve the right to revise prices, limit qty. correct printing/price errors & refuse orders from distributors, dealers, warehouse stores, individuals or entities outside the scope of specific offers whether made in print or electronically. Instant Coupon Code offers cannot be combined with any other offer, discount, or sale item. Coupons are non-transferable. Quill may refuse to redeem any Instant Coupon which it believes in good faith to be fraudulently or improperly

PO DATE
12/16/2015

**RAYMONDVILLE INDEPENDENT
SCHOOL DISTRICT**

PURCHASE ORDER NUMBER
7511600140

COPIES:
 WHITE ACCOUNTING
 COLOR CAMPUS
 PRINTED 12/21/2015
 REPRINTED PO



VENDOR KEY : QUILLCOR001
 SHIP DATE : 12/14/2015
 FISCAL YEAR : 2015-2016
 ENTERED BY : VALLEMAR001
 ORIGINAL REQ # : 0000114552

VENDOR:
 QUILL CORPORATION
 PO Box 37600
 PHILADELPHI, PA 19101-0600

SHIP TO:
 RAYMONDVILLE I.S.D.
 420 FM 3168
 RAYMONDVILLE, TX 78580

PHONE: (800) 789-8955
 FAX: (800) 789-1331

QUANTITY	UNIT	DESCRIPTION OF ITEMS OR MATERIALS	UNIT PRICE	AMOUNT
		REGION 1 - PROPOSAL #14-11-06		
2		OFFICE SUPPLIES FOR SP. ED. STAFF AT WIL-CAM COOP		
		ITEM NO. 901-RGCN6 - DELL RGCN6 USE AND RETURN LASER TONER CARTRIDGE BLACK	91.99000	183.98
1		ITEM NO. 901-E7175016 - 2016 AT-A-GLANCE DESK CALENDAR REFILL, 3 1/2 " X 6" WHITE	5.94000	5.94
1		ITEM NO. 901-35006 - SCOTCH SURE START SHIPPING TAPE: CLEAR 6 ROLLS	26.77000	26.77
1		ITEM NO. 901-WOTAPP10 - BIC WITE-OUT BRAND EZ CORRECT 10/PACK	21.99000	21.99
1		ITEM NO. 901-392467 - BROTHER TN460 BLACK HIGH YIELD LASER TONER CARTRIDGE FOR FAX MACHINE	84.99000	84.99
ACCOUNT SUMMARY (FOR INTERNAL USE)				
		ACCOUNT NUMBER	ACCOUNT AMOUNT	
		437 E 21 6399 00 751 0 23 000	323.67	
			PAGE TOTAL	323.67
			TOTAL	323.67

STATE TAX EXEMPT ENTITY NO BACK ORDERS ACCEPTED
 TAX ID# 74-6001950
 Deliveries will not be accepted between the hours of 11:45 am - 1:15 pm

PURCHASE APPROVED BY: