REQUISITION REQUEST

Pleasant Hill Elementary School

This is a requisition request and does NOT authorize a purchase. Orders or commitments made prior to receiving a signed and completed Purchase Order will not be honored and you may be responsible for any charges incurred. Please allow at least five days for processing.

Vendor Name & Address
(one vendor per Requisition, attach W-9 if new)

_____

_____

_____

Date: _____

Requested By: _____

Date Needed: _____

☐ DO will order

☐ Requester will order

Fund if not using classroom budget _____

Item						Qty	Unit Price	Item Total
Fund	Function	Object	Location	Area	Sub Area			
Item						Qty	Unit Price	Item Total
Fund	Function	Object	Location	Area	Sub Area			
Item						Qty	Unit Price	Item Total
Fund	Function	Object	Location	Area	Sub Area			
Item						Qty	Unit Price	Item Total
Fund	Function	Object	Location	Area	Sub Area			
Item						Qty	Unit Price	Item Total
Fund	Function	Object	Location	Area	Sub Area			

Sub-Total	
Shipping	
Total	

_____

Department Head

_____

Principal/Director

IV Req. Number

_____

Business Manager or Superintendent

_____

Date

Date: 08/01/24

Requested By: Your Name

Date Needed: 08/20/2024

☑ DO will order

☐ Requester will order

Check one box to determine who will place your order.

If you have received other funding, such as through the Pleasant Hill Education Foundation, write it here.

Fund if not using classroom budget _____

Leave these boxes blank.

Fund	Function	Object	Location	Area	Sub Area

Sub-Total	
Shipping	
Total	

Include any shipping costs here.

Refer to your department head for approval.

_____

Department Head

Requisition Request Process – Tips

- Work with building secretary (Carrie) regarding purchases and classroom budget.
- Purchasing paperwork goes through building secretaries and principals for approval, PRIOR to making purchases.
- Requisition requests may take up to a week for processing.
- Provide quotes or other additional information needed to place the order.
- If you need something you want to shop for, these local vendors will accept our purchase orders: Fred Meyer, Jerry's, Costco. You can have your Requisition request created with a "Not to Exceed" amount if you don't have the exact prices.
- If you wanted to buy something from a local store that does not accept purchase orders, we allow a one-time $100 maximum Requisition request to yourself for reimbursement. Approval is required before making your purchase. All orders must be shipped to the school or district office, not your personal residence. You must turn in all receipts to receive reimbursement. Please note that it may take up to two weeks after you turn in receipts to receive reimbursement from the district.
- Deals/Coupons/Contracts (KCDA, AEPA, Oregon State). Submit any coupons with your Requisition request. Please highlight any expiration dates.
- IMPORTANT – You need to confirm the receipt of your items within a week of arriving and submit approvals for your payment to your secretaries. We cannot pay bills without your approval of the items received.
    - HOW TO CONFIRM:
        - WRITE "OKAY TO PAY"
        - INCLUDE YOUR FULL SIGNATURE & THE DATE
        - INCLUDE PACKING SLIP, IF RECEIVED
- In order to close out the fiscal year on time, your ability to submit a Requisition request will end in April. This mean that you may need to plan ahead to determine if you have all your supplies for April, May and June. If possible, please submit any April/May/June requisition requests before you leave for spring break.

QUESTIONS?

Contact Becky Johnson, Accounts Payable Specialist
Phone: (541) 736-0799 or Extension 199
Email: bjohnson@pleasanthill.k12.or.us
Schedule: Monday – Friday, 8:00am – 3:30pm