Request for Requisition

(Used to create a District purchase order or blanket purchase order)

Date: _____ Vendor Name: _____

Requested by: _____ Vendor ID: _____
(Procurement will provide)

Approved by: _____ Total Amount: _____
(Budget Manager)

Budget Account(s): _____
(If multiple accounts provide amount per account)

District location(s) that goods will be delivered and/or services will be rendered. Provide the school name(s) and/or select from the following locations: Technology Center, Transportation Center, Education Services Center, Maintenance Center, District Office, or Districtwide: _____

_____

Description of goods and/or services being requested: _____

_____

Is the vendor a sole source? _____
(If yes, provide the vendor's current sole source letter)

Is the vendor on a state or cooperative contract? _____
(If yes, contract number should appear on the vendor quote)

Is this request for a Purchase Order (PO) or Blanket Purchase Order (BPO)? _____

Provide supporting documentation for your request:

- A single vendor quote for a purchase up to $10,000, a purchase on the Board approved exemptions list, or a purchase on a state or cooperative contract.
- Three (3) vendor quotes for a purchase between $10,001 to $25,000, and not on the Board approved exemptions list or a state or cooperative contract. For construction the threshold is $10,001 to $100,000.
- For a Blanket Purchase Order, a best estimate is acceptable in lieu of a vendor quote.
  (A Blanket Purchase Order is a Purchase Order that will be used routinely with the same vendor over a fiscal year)

Vendor note(s) to be placed on the PO or BPO: _____