

Quick Reference Sheet – Requisitions/Purchase Orders

Please remember to select the correct “Order Via” method for PO routing instruction:

Fax	Mail	*When requesting a <u>check</u> please be
RTS (Return <u>PO</u> to Site)	Email	sure to attach back up documentation w/
Return Check to Site*	Send Check to Vendor*	signature approving payment.
Online Order (<u>only used for</u> <u>Online Vendors noted below</u>)		

ONLINE VENDORS:

Classroom Direct	School Specialty Inc.	Amazon Capital Services
Lakeshore Learning Materials 28603	Midway Office Supply Center	(requires preapproval)
Office Depot	Sandia Office Supply	*Some CES Vendors (contact
Staples Business Advantage	Vistaprint	Heather Rindels)
Bank of America (P-Card orders)	Apple Computer Inc.	

REMINDERS:

- **PO NOTES – USED TO REFERENCE ATTACHMENTS TO BE SENT WITH PO - I.E. “PER ATTACHED QUOTE #1234,” SPECIAL INSTRUCTIONS TO VENDOR, SPECIAL INSTRUCTIONS TO WAREHOUSE &/OR SPECIAL INSTRUCTIONS TO ACCOUNTS PAYABLE AS NEEDED.**
- **ATTACHMENTS IN CONTENT MANAGER – PLEASE BE SURE ALL ATTACHMENTS ARE SAVED AS A PDF FILE PRIOR TO UPLOADING INTO CONTENT MANAGER. PLEASE UPLOAD ORDER DOCUMENTS INTENDED TO BE INCLUDED WITH THE PO SUBMISSION SEPARATELY FROM INTERNAL DOCUMENTS. ORDER DOCUMENTS: INCLUDE QUOTES, PROPOSALS, REGISTRATION FORMS, ETC. INTERNAL DOCUMENTS: INCLUDE W-9 FORM, TITLE I JUSTIFICATION FORM, SAM.GOV VERIFICATION, ETC.**
- **PLEASE ITEMIZE PURCHASE ON REQUISITION. SPREADSHEET CAN BE USED TO IMPORT ITEMIZED ORDER FROM EXCEL & IS RECOMMENDED FOR LARGE ORDERS.**
- **PLEASE PROVIDE A BRIEF DESCRIPTION OF YOUR PURCHASE IN THE FIRST LINE ON THE PO THEN PROCEED TO ITEMIZE ADDITIONAL SUPPLIES - I.E. “INSTRUCTIONAL SUPPLIES FOR MS. LOPEZ’S 1ST GRADE ART CLASS: GLUE.”**
- **IF YOUR PO IS FOR A FIELD TRIP/EVENT/PROFESSIONAL DEVELOPMENT, PLEASE INCLUDE THE LOCATION & DATE OF THE EVENT ON THE REQUISITION IN YOUR DESCRIPTION.**
- **FOR P-CARD PURCHASES PLEASE NOTE THE WEBSITE IN THE “REFERENCE” FIELD PRIOR TO ANY NORMAL NOTATIONS MADE IN THIS LOCATION, OR IN THE DESCRIPTION - I.E. “HOTEL ACCOMODATIONS AT THE RESIDENCE INN ...”**
- **IF YOU ARE CREATING AN ORDER FOR A SITE OTHER THAN YOUR OWN PLEASE LIST THE SITE(S) IN THE “REFERENCE” FIELD SO THE WAREHOUSE KNOWS WHERE TO DELIVER THE ITEMS IF NECESSARY (THERE IS NO NEED TO REFERENCE YOUR OWN SITE AS IT WILL AUTOMATICALLY PRINT ON YOUR REQUISITION/PO).**
- **A PO IS REQUIRED FOR VEHICLE/BUS REQUESTS FROM TRANSPORTATION FOR ALL FUNDS (VENDOR ACCT. - LOS LUNAS SCHOOLS TRANS DEPT).**
- **REQUISITIONS USING FEDERAL/STATE FUNDS MUST BE CREATED SEPARATELY BY FUND. ORDER MUST MATCH PO.**
- **REQUISITIONS USING FEDERAL FUNDS MUST INCLUDE A SAM.GOV VERIFICATION IN THE ATTACHMENTS.**
- **ALL REQUISITIONS FOR TECHNOLOGY ITEMS/SOFTWARE MUST BE APPROVED BY TECHNOLOGY DEPARTMENT (I.E. ONLINE ACCESS, PRINTERS, SCANNERS, PROJECTOR LAMPS, ETC.). USE LINE ITEM 11000.2900.59999.0000.XXX (XXX = LOCATION #) FOR AT LEAST ONE OF THE ITEMS TO BE REVIEWED BY TECHNOLOGY & REFERENCE CORRECT LINE ITEM IN THE “INTERNAL NOTES.”**
- **ADDENDUMS – SUBMITTED TO PURCHASING OFFICE. PLEASE PROVIDE CLEAR INSTRUCTIONS. IF APPLICABLE, INCLUDE SIGNED COPY OF INVOICE WITH YOUR REQUEST.**