PINELLAS COUNTY SCHOOLS

REQUISITION WORKSHEET

(see back for instructions)

REQ NO. : _____
(12-Digit Number = 4-digit Cost Center + 8-digit system generated number)

T/C: _____
Terms & Conditions Codes. See C13 panel for options

Worksheet Date: _____

Vendor Name: _____

VDR: _____
(Prefix) (Suggested VDR No.) *Mandatory Field*

TY: _____

Vendor Email: _____

Maintenance Workorder No.: _____

RQ: _____
Requester Code (4 Digits)

CO: _____
Used only for systems contract requisitions

PCard: ❑Yes ❑No Last 4: ___ ___ ___ ___

Warehouse Order No: _____

SH: _____
Ship To Code - Change if different from RQ

BC: _____
Buyer Code (3 Digits) *Mandatory Field*

Central Printing Order No: _____

DISTRICT PURCHASE ORDER NO. _____

INTERNAL PURCHASE ORDER NO. _____

Purpose of Purchase

NO.	REF	PCSB ITEM NO.	DESCRIPTION (also include catalog #', name, brand, model, color, size, etc.)	QTY	UNIT	UNIT PRICE	EXTENSION
			DELIVER TO ATTENTION OF:				
							$ 0.00
							$ 0.00
							$ 0.00
							$ 0.00
							$ 0.00
							$ 0.00
						Total	$ 0.00

DISTRICT FUNDING ACCOUNT STRIP

RF	ACCNT	FUND	FUNC	OBJT	CNTR	PROJ	SUBP	PRGM	REQUESTED

INTERNAL FUNDING ACCOUNT STRIP

ACCNT. NO.		ACCNT. NAME:	

Requestor/Sponsor: _____ Date: _____ Class/Club Officer: _____ Date: _____

Department Head: _____ Date: _____ Principal/Approver: _____ Date: _____

REQUISITION WORKSHEET PROCEDURES

The Requisition Worksheet is to be used as an ***INTERNAL DOCUMENT*** to create a paper audit trail for both purchase order requisitions and systems contract requisitions. Employees wishing to order goods or services must complete this form. This form may then be used by data entry personnel at your work site to create a TERMS requisition.

COMPLETED BY DATA ENTRY PERSONNEL WHEN ENTERING INTO TERMS

- **REQ NUMBER** – Enter the TERMS system generated 12-digit requisition number for the record after the requisition is entered in TERMS.
- **T/C** – Optional codes. See TERMS C13 panel for options
- **VDR** – Enter the Vendor Prefix ("V" or "I") and Vendor Number.
- **TY** – Defaults to "n" (normal requisition) or key in "a" (asset requisition) for school to pay requisitions or for requisitions initiated by the Warehouse, Maintenance or Transportation Departments for stock inventory.
- **RQ** – TERMS defaults the cost center number of the person entering the requisition (the requester). Use different cost center number ***only if*** appropriate.
- **CO** – Normally leave blank. For **Systems Contract** requisitions, enter the 4-position alpha-numeric code corresponding to the appropriate system contract found on the TERMS L29 panel.
- **SH** - TERMS defaults the cost center number of the person data entering the requisition (ship to destination). Use different Cost Center number ***only if*** you want the order shipped to a different address.
- **BC** – Enter the 3-digit code for the buyer who should process your request. Press the F1 key on the field for a list of buyers and their assignments. For **Systems Contract** requisitions, enter "SCPO" in this field. **Mandatory Field!**
- **Central Printing Order No. –** Record the Central Printing Requisition number.
- **District Purchase Order No. –** Record TERMS purchase order number.
- **Internal Fund Purchase Order No. –** Record internal fund accounting system number.

COMPLETED BY REQUESTER

- **Vendor Name** – Enter the complete vendor or individual's name. Do not use abbreviations. Use full, legal names only!
- **Vendor Email –** Enter the complete vendor email.
- **Worksheet Date** – Enter the date completed by the Initiator.
- **Date/Source of Price** – Enter the name of the source where you obtained the price and the date when it was obtained. If ordering from a catalog, use the vendor's most current catalog. Using outdated catalogs will delay the processing of your request if the buyer must update all of your pricing.
- **Deliver on or Before or Deliver After** – Enter the date when delivery is required in the description box. "ASAP" is not acceptable. If left blank, the buyer will specify 30 days from the purchase order date as a default.
- **PURPOSE** – Describe in detail for what purpose the purchase is being made.
- **NO. –** Line item number. Use 3-digit number starting with 001, 002, 003, etc.
- **PCSB ITEM NO.** – A listing of these internal PCSB item numbers can be found on the TERMS L21 panel. They are items which are frequently ordered and for which a standard description has been developed. Using the item number saves data entry time because the description, unit of measure and price all default automatically after pressing ENTER. Call Purchasing for information on these items if you need help.
- **DESCRIPTION –** Next to "Deliver to attention of:", enter the name of the person to whom or the department to which the order should be routed at the shipping destination. Enter a complete description for each item or service being requested. The description should include such information as name, brand, model, color, size, and catalog number. When using a **PCSB Item Number,** you may need to add color, size and any other variable information not included in the basic description in the TERMS item file. (panels L22 & L23)
- **QTY** – Enter quantity desired for each item.
- **UNIT** – Specify the unit of measure for each item. Examples: ea (each); bx (box); pkg (package), lot. This is a 3-digit field.
- **UNIT PRICE** – Enter the unit price of the item for the unit of measure you are ordering.
- **EXTENSION** – Enter the extended total for each item by multiplying the quantity times (x) the unit price.

COMPLETED BY EXPENSE AUTHORIZER

- **REF** – Enter a sequential letter of the alphabet next to each line of coding which you wish to charge. Place the same letter next to each item being ordered above which should be charged to that coding line. Using this reference field will assure that Accounting expenses the item properly. Use of the REF field is only necessary when multiple coding lines are used.
- **ACCNT** – Enter Account Number field only when using internal accounts and issuing a school purchase order.
- Enter **Fund**, **Function**, **Object**, **Cost Center**, **Project**, **Subproject** (*optional*) and **Program** (*optional*) for all purchases using district funds.
  If you will be paying for the purchase with internal funds, enter only **ACCNT** number**,** 0100 in **FUND** and your Cost Center number. Leave all other fields blank.
- **REQUESTED –** Enter the **t**otal amount being charged to each coding line referenced.
- **CLASS/CLUB OFFICER** – Required only when using internal funds. The signature of the organization officer is required on all class and club expenditures.
- **MAINTENANCE WORK ORDER NO.** – Enter maintenance work order number.
- **REQUESTER SIGNATURE** – The signature of the individual initiating the requisition worksheet.
- **AUTHORIZED BY** – The signature of the individual(s) with administrative authority over the budget being charged.

NOTE 1: If attachments must accompany the requisition, write the 12 digit requisition number and Buyer Code on the attachments and forward the original, plus 3 copies of the attachments to Purchasing.

NOTE: 2: The suggested vendor must be in the TERMS vendor file in order to process the request. If the vendor is not on file, complete the TERMS L25 panel to request to have the vendor record be created. The record will not be created until Accounting can request and receive a completed W9 form from the vendor. Please be patient and allow time for this process. To obtain the vendor number, periodically query the TERMS A11 Panel until the new vendor record appears.

NOTE 3: There should be No Back Orders on Systems Contract orders, If the item is not immediately available, please reorder. Do not purchase taggable assets with a unit value of $5,000 or more using an SCPO. Office Supplies that total less than $999 MUST be purchased with a P-card via on-line website.