

Purchasing Tip # 2: Requisitions for Technology Items

When placing on-line vendors (Office Depot) requisitions for technology items, the standard practice is to place these items on a separate requisition in TEAMS. The ship-to-address for these technology items needs to be the District's Admin-Warehouse, so that the item can be tagged by Technology Department.

On-line vendors (Office Depot) requisitions that include both technology items and non-technology items (supplies), which do not follow the standard practice stated above, will result in the technology item being deleted from the requisition before processing.

Traditional Requisitions

Traditional requisitions are a type of requisition used for entering one-time purchases for specific line items and requires quantities, vendor stock number, description and unit cost be entered on every line. These type of requisitions require receiving items by each line. **Technology inventory items are purchased by using a separate**

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traditional requisitions, approved "quotes" and object code 6395. Quotes for purchases may be obtained from the Technology department. See Exhibit 4-07: GPISD EDGAR Thresholds for more requirement information). **Federal**

On-Line Purchasing

The District utilizes on-line purchasing through the following vendors:

Amazon	Grainger	Liberty Office	Office Depot	Quill
Really Good Stuff	School Specialty	Staples	Tejas	

A traditional requisition must be entered for all on-line purchases immediately after submitting the on-line cart. Once the requisition is approved (*Details must include cart number*) and a purchase order is issued for the total amount of the on-line cart, the Purchasing Department will then release the cart. On-line carts will not be released until the requisition is approved and a purchase order is issued for the total amount of the on-line purchase. **Technology inventory items are allowed with a separate traditional requisition using object code 6395 and shipped to Technology Department at the administration building for the purpose of tagging the items.**

*Both procedures can be located in the Fiscal Procedure Manual - Section 04 Purchasing.