



# PURCHASE ORDER REQUISITION FORM

(Please Check One— Examples on Reverse)

**Requestor:** \_\_\_\_\_

**Dept./Class/Activity:** \_\_\_\_\_

**Bid Items: Yes / No** (Please circle)

*If item is not purchased through a bid at least 2 catalog or price sheet comparisons with vendor name and date of quote are required to be researched for purchases less than \$7,500.*

- 200 – Equipment (Over \$500 ea.)
- 400 – Purchased Services/Contractual
- 450 - Supplies & Materials
- 480 - Textbooks (Attach justification/committee recommendation)
- 482 - Subscriptions
- 2630 - Computer/Technology  
Supplies & Materials
- 2630 - Software

Qty	Item Number	Item Description	Unit Price	Total Cost

**Name & Address of Vendor**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Phone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**Website/Email:** \_\_\_\_\_

*\*For Shipping: Please contact the company for exact figure. If S & H are free, please indicate you have confirmed.*

**Subtotal:** \_\_\_\_\_

**S & H:** \_\_\_\_\_

**Total:** \_\_\_\_\_

**Approved**

Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_

Budget Code: \_\_\_\_\_

*(Office Use Only)*

\_\_\_\_\_ Date entered Wincap \_\_\_\_\_ Initial

\_\_\_\_\_ Date removed Wincap \_\_\_\_\_ Initial

Type of purchases:

20 Equipment:	Items with a cost value of \$500 or more each. Items require justification for purchase.
400 Purchased Services/Contractual:	Purchases for services or for annual contract charges. These would include repair, labor or performance charges for work completed.
450 Supplies & Materials:	Consumable materials for use. Generally valued less than \$500. Literature books would be considered a Supply and Material.
480 Textbooks	Classroom sets of printed materials. Requests for textbooks must have the approval / recommendation of committee review.
482 Subscriptions	Includes printed subscriptions for instructional items for classroom distribution. i.e. - Weekly Readers.
2630 – Computer Supplies & Materials	Any technology item for use in the classroom. Includes computers, iPad, headphones, etc.
2630 – Software	Computer based instructional programs, including apps for iPad and other devices