

Purchase Requisition Flow Chart

Purchase Requisition will be emailed to all staff as an Excel spreadsheet. Download to your computer for use. Typed only.

ALL STAFF
Complete vendor information, originator, requestor, date requested, date required and purchase information (totals will automatically calculate)

Do Not Place ANY Order until PO# is issued from Business Manager
Orders placed without prior approval of purchase order and number are subject to payroll deduction

Make sure all vendors have a W-9 form in the business office prior to ordering.

The district is tax exempt so ask vendors for an email or fax # to send our W-9 form to them for their records

