

# ESTILL COUNTY BOARD OF EDUCATION REQUISITION FORM

SCHOOL: SI ES WI MS HS BG MAINT CO

REQUESTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

COMPANY: \_\_\_\_\_ PO NBR: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ REQ NBR: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_ PHONE: (\_\_\_\_) \_\_\_\_\_

ORG: \_\_\_\_\_ OBJ: \_\_\_\_\_ PROJ: \_\_\_\_\_ AMT: \$ \_\_\_\_\_

ORG: \_\_\_\_\_ OBJ: \_\_\_\_\_ PROJ: \_\_\_\_\_ AMT: \$ \_\_\_\_\_

COMMODITY CODE(S): [ \_\_\_\_\_ \$ \_\_\_\_\_ ] [ \_\_\_\_\_ \$ \_\_\_\_\_ ]

Do you wish to receive a copy of the purchase order? YES NO

Quantity	Catalog Number	Item Name and/or Description	Unit Price	Total Price

**DETERMINATION OF PROCUREMENT METHOD**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Itemized Bid List<br><input type="checkbox"/> Catalog Bid List<br><input type="checkbox"/> State and/or Government Contract<br><input type="checkbox"/> Small Purchase<br><input type="checkbox"/> Under \$500<br><input type="checkbox"/> Over \$500 (NEED THREE QUOTES)<br><input type="checkbox"/> Competitive Negotiations | <input type="checkbox"/> Noncompetitive Negotiations<br><input type="checkbox"/> Emergency<br><input type="checkbox"/> Single Source<br><input type="checkbox"/> Professional Services<br><input type="checkbox"/> Perishables<br><input type="checkbox"/> Replaceable Parts<br><input type="checkbox"/> Resale Items<br><input type="checkbox"/> Educational Experience<br><input type="checkbox"/> Authorized Trip<br><input type="checkbox"/> Public Auction<br><input type="checkbox"/> Group Insurance<br><input type="checkbox"/> Reduced Price |  |
|---|---|--|

**SPECIAL INSTRUCTIONS**

- Invoices should be applicable to a single purchase order.
- The purchase order number must be properly reflected on all invoices.
- Purchases are unauthorized without a purchase order.

\_\_\_\_\_  
APPROVED BY BUILDING PRINCIPAL

\_\_\_\_\_  
DATE

\_\_\_\_\_  
APPROVED BY PROJECT COORDINATOR

\_\_\_\_\_  
DATE

## Model Procurement Checklist

### Steps:

- 1A: Check bid lists  
(Use order forms and attach to requisition form)
- 1B: Check state & government contracts
- 1C: Check catalog discounts
- 1D: If Items are on the above complete requisition form
- 1E: Send requisition to the Building Administrator to be ordered
- 2 Make determination as to which procurement (one of the following) to use

### **Competitive Negotiation**

- 3A: Must make determination that sealed bidding is inappropriate
- 3B: Must obtain a minimum of three (3) price quotes  
Can be from catalogs or by telephone
- 3C: Check competitive negotiation on the requisition form
- 3D: Fill in prices below and attach to requisition form stating why you selected the vendor
- 3E: Complete requisition form
- 3F: Send requisition to the Building Administrator to be ordered

**-OR-**

### **Non-competitive Negotiation**

- 4A: Must make a written determination that competition is not feasible
- 4B: Must make a determination as to which of the 11 sub-categories to use
- 4C: Check the appropriate blank at the bottom of the requisition form
- 4D: Complete requisition form
- 4E: Send requisition to the Building Administrator to be ordered

**-OR-**

### **Small Purchase Procedures**

- 5A: Must make a determination that the other methods of procurement would not justify time and expense
- 5B: Must adhere to the dollar limits stated in the Small Purchase Procedures
- 5C: On items/orders that exceed \$500.00 obtain three (3) price quotes
- 5D: Check Small Purchase on the requisition form
- 5E: Fill in prices below and attach to requisition form stating why you selected the vendor
- 5F: Complete the requisition form
- 5G: Send requisition to the Building Administrator to be ordered

### **Record Price Quotes**

	<b>Vendor Name</b>	<b>Item</b>	<b>Price</b>
<input type="checkbox"/>	_____	_____	\$ _____
<input type="checkbox"/>	_____	_____	\$ _____
<input type="checkbox"/>	_____	_____	\$ _____

*(Put check in one selected)*

**Comments:**