

OUTSIDE VENDOR REQ (WHITE
REQ)

WHITE REQUISITION

- USED FOR FOLLOWING CODES: 001, 510, 520, 535, 610
- USING M&O (001), 510, 610 CODES: SUBMIT REQS TO NAOMI RIVERA
- USING 520 & 535 CODES: SUBMIT REQ TO BOOKSTORE
- 850 (CLUB), 525 (AUX), & 526 (TAX) CODES: CONTINUE USING STUD. ACTIVITIES REQ & SUBMIT TO BOOKSTORE

FILLING OUT REQUISITION

PHOENIX UNION HIGH SCHOOL DISTRICT REQUISITION										
Equipment, Supplies, Services										
METRO TECH		MARIA PIAZZA PALOTTO					August 9, 2018			
SCHOOL OR DISTRICT DIVISION		REQUESTED BY					DATE			
CTE/ STRAND 2										
DEPARTMENT		SCHOOL PRINCIPAL								
CHRISTINA HAHN										
DEPARTMENT HEAD										

FILL IN CORRECT ACCOUNT CODE

	001	270	1000	6610	212	0	000	MMZP		
	FUND	PROGRAM	FUNCTION	OBJECT	UNIT	SUB UNIT	RESPONSIBILITY	PROJECT		

****M&O (001) CODE CAN BE PROVIDED BY INSTRUCTIONAL LEADER****

REQ: ITEMIZED ORDER

PLEASE PROVIDE ALL INFORMATION FROM ORDER

VENDOR CATALOG NUMBER	QUANTITY	UNIT OF ISSUE	GIVE COMPLETE DESCRIPTION – INCLUDING MODEL NUMBER – TYPE OF SERVICE REQUIRED – LOCATION AND DESCRIPTION OF PROJECT – SUGGESTED SOURCE	UNIT COST	TAX	TOTAL COST
664011	1	BOX	BIC BALLPOINT PENS, BLACK INK, PACK OF 60	\$5.99		\$5.99
255876	1	BOX	BIC BALLPOINT, BLUE INK, BOX OF 60	\$5.99		\$5.99
491536	2	BOX	OFFICE DEPOT ENVELOPES, 3/4 X 11 BROWN	\$18.89		\$37.78
491694	1	PACK	OFFICE DEPOT SHEET PROTECTORS, 8 1/2 X 11 CLEAR, PK OF 200	\$20.99		\$20.99
						\$0.00

TAX AND SHIPPING MUST BE STATED ON ORDER

TAX		\$6.10	\$6.10
FREE SHIPPING	\$0.00	\$0.00	\$0.00
			\$0.00

****5.6% TAX FOR OUT-OF-STATE VENDORS & FOR ORDERS W/ NO STATED TAX ON INVOICE****

TIP: OFFICE DEPOT WILL CALCULATE TAX FOR YOU. ADD ITEMS TO CART & SELECT CALCULATE TAX

REQ: ITEMIZED ORDER

VENDOR MUST BE STATED TO PROCESS ORDER

							\$0.00	
			VENDOR: OFFICE DEPOT				\$0.00	
							\$0.00	
							\$76.85	
PLEASE COMPLETE AND EMAIL OR PRINT AND SUBMIT TO YOUR PRINCIPALS ASSISTANT/ BOOKSTORE TO ENTER INTO VISIONS.								
Please attach this form to your iVisions requisition.								

ORDERS MUST BE TOTALED

****A QUOTE MUST BE SUBMITTED WITH ORDER FOR DISTRICT TO PROCESS REQUEST ****

OFFICE DEPOT IS ONLY VENDOR WHERE NO QUOTE IS REQUIRED

REQ: BLANKET PO's

FILL THE TOP SECTION JUST LIKE ANY ORDER

PHOENIX UNION HIGH SCHOOL DISTRICT REQUISITION										
Equipment, Supplies, Services										
METRO TECH			BOB MARQUIS					August 9, 2018		
SCHOOL OR DISTRICT DIVISION			REQUESTED BY					DATE		
CTE/ STRAND 1			SCHOOL PRINCIPAL							
DEPARTMENT										
BOB MARQUIS										
DEPARTMENT HEAD										
			001	270	1000	6610	212	0	000	MMZM
			FUND	PROGRAM	FUNCTION	OBJECT	UNIT	SUB UNIT	RESPONSIBILITY	PROJECT

REQ BODY: STATED WHAT PO WILL BE USED FOR, TOTAL OF PO, AND THE AUTHORIZED USERS

VENDOR CATALOG NUMBER	QUANTITY	UNIT OF ISSUE	GIVE COMPLETE DESCRIPTION – INCLUDING MODEL NUMBER – TYPE OF SERVICE REQUIRED – LOCATION AND DESCRIPTION OF PROJECT – SUGGESTED SOURCE	UNIT COST	TAX	TOTAL COST
						\$0.00
			REQUESTING BLANKET PO FOR LOWES TO PURCHASE SUPPLIES, TOOLS, ETC. NEEDED	\$100.00		\$100.00
			FOR THE MEDIA AND FILM CLASS FOR THE 18/19 SCHOOL YEAR. NTE \$100			\$0.00
						\$0.00
			AUTHORIZED USER: BOB MARQUIS			\$0.00
						\$0.00

REQ: BLANKET PO's

VENDOR NAME AND ADDRESS MUST BE PROVIDED TO PROCESS REQUEST

											\$0.00
											\$0.00
											\$0.00
											\$0.00
											\$0.00
											\$100.00
<p>PLEASE COMPLETE AND EMAIL OR PRINT AND SUBMIT TO YOUR PRINCIPALS ASSISTANT/ BOOKSTORE TO ENTER INTO VISIONS.</p> <p>Please attach this form to your iVisions requisition.</p>											

- USING M&O (001) CODE, 510, 610: SUBMIT REQUEST TO NAOMI
- USING 520 & 535 CODE: SUBMIT TO BOOKSTORE

USERS ARE RESPONSIBLE FOR SUBMITTING INVOICES/ RECEIPTS. PLEASE DON'T WAIT UNTIL THE VENDOR CONTACT DISTRICT FOR PAYMENT

****SUBMIT ALL INVOICE/ RECEIPT FOR PAYMENT TO BOOKSTORE. DISTRICT WILL NOT PAY VENDOR WITHOUT INVOICE/ RECEIPT****