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

METRO TECH

SCHOOL OR DISTRICT DIVISION

CTE/STRAND 2

DEPARTMENT

CHRISTINA HAHN

DEPARTMENT HEAD

Equipment, Supplies, Services

MARIA PIAZZA PALOTTO

REQUESTED BY

SCHOOL PRINCIPAL

August 9, 2018

DATE

FILL IN CORRECT ACCOUNT CODE

**M&O (001) CODE CAN BE PROVIDED BY INSTRUCTIONAL LEADER**
**REQ: ITEMIZED ORDER**

**PLEASE PROVIDE ALL INFORMATION FROM ORDER**

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

**TAX AND SHIPPING MUST BE STATED ON ORDER**

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>TAX</td>
<td>$6.10</td>
<td>$6.10</td>
<td></td>
</tr>
<tr>
<td>FREE SHIPPING</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$6.10</strong></td>
<td><strong>$6.10</strong></td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

**VENDOR MUST BE STATED TO PROCESS ORDER**

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Depot</td>
<td>1</td>
<td>$76.85</td>
</tr>
</tbody>
</table>

Please complete and email or print and submit to your Principal's Assistant/Bookstore to enter into Visions. Please attach this form to your iVisions requisition.

**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

REQ BODY: STATED WHAT PO WILL BE USED FOR, TOTAL OF PO, AND THE AUTHORIZED USERS
VENDOR NAME AND ADDRESS MUST BE PROVIDED TO PROCESS REQUEST

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

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.

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