

FINANCE – GENERAL REQUISITION FORM – ADMINISTRATIVE PROCEDURE

The General Requisition Form is the document used to request the issuance of a purchase order to an outside vendor. A general requisition may be initiated at any level of the organizational structure; however, to be honored by the Purchasing Department, it must have the signature(s) of the appropriate department head or administrator.

- A. Description of the form.
1. The general requisition is a four part form.
 2. The copies are identified as follows: White – Purchasing Department; Canary – Central Receiving; Pink – School Copy; Goldenrod – Instructor’s Copy.
- B. Preparing a general requisition – information required.
1. “Date” – give the date the form is prepared.
 2. “Comments” – this area is for vital information regarding the order but at the same time information that should not appear on the purchase order.
 3. “Vendor” – show the company name, street address, box no., city, state, and zip code, of the suggested vendor. (Usually the company whose catalog is being used for the description and price of the items requested.)
 4. “Ship to” – show the name of the person making the request, the department or grade, and the school.
 5. “Catalog Year” – indicate the year of the catalog being used. (The most current catalog should be used for up to date prices and references.)
 6. “Quantity” – refers to the number of units to be ordered.
 7. “Units of Measure” – defines the size of the unit. Box/12, roll, each, dozen, etc.
 8. “Catalog Number” – is the number given in the catalog for the particular item requested.
 9. “Description” – is the catalog terminology for the item. Be sure to give size, color, copyright date, and other appropriate information to describe exactly what is desired. This information may be used to obtain bids or quotations from various sources.
 10. “Unit Price” and “Amount” – “Unit Price” is the cost of one “unit of measure” while “amount” is the total cost of the number of units being ordered. (i.e., 12 doze @ \$.05 per dozen equals \$.60).