

## Standard Operating Guidelines

### Requisition Policy

Guideline # 170.04

Date: 01/08 N

#### PURPOSE

To provide policy, procedure and guidelines to properly process requisitions received for supplies.

#### POLICY

All staff shall abide by the following rules and procedures as established herein.

#### PROCEDURES

Anyone needing to purchase any items using District funds shall fill out a requisition form and then forward it for authorization to the District Chief. No expenditure of funds are to be made without prior approval. The following shall be filled out on the form:

REQ'D By: Individual needing supplies or items shall put their name here.

Charge Code: If known the cost center associated with these supplies shall be entered here.

Date: The date form is completed.

Suggested Vendor: Name, address and contact information of vendor you feel we should purchase items from.

Item: Items in numerical order starting with one.

Quantity Ordered: Number of that particular item you want

Unit: Description of unit, each, package, gross for example.

Description: Describe item here by included detailed description, catalog #, size, color, and any other pertinent information.

Unit Price: Price of unit per the unit description. If you put down one package in the unit line it would be the price for one package.

Amount: Unit price multiplied by quantity to get price for that line item.

Sub-total: Total of all amounts on form.

Shipping: Cost for any shipping and handling associated with items.

Vender 1-2: When three prices are required list other two price quotes here with vendor name.

State Contract #: List number here when items have a State contract number associated with them.

Approved by: Signature of approval

Date: Approval date.

Received in office: Date and time at which office clerk has received in office.

Ordered date/P.O. #: Date at which office clerk has transferred all information to formal purchase offer for vender, number issued, and date ordered.

Once a formal purchase order has been issued and the requisition form completed a copy shall be sent back to the requisitioner.

#### PRICE QUOTES

For items less than \$ 500.00 no requirement, other than to use good reasonable business judgment.

For items over \$ 500.00 but less than \$1000.00 three telephonically obtained quotes.

For items over \$1000.00 but less than the state bid threshold three written price quotes must be obtained.

For items over state bid threshold, formal bid process must be used.

All requisitions for yearend purchases must be in no later than December 1<sup>st</sup> to facilitate in closing out the year.

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Approved:

Date:

District Chief:

