



COLLEGE PLACE PUBLIC SCHOOLS

Administration Office

107 S.E. 2nd Street, College Place, WA 99324

(509) 525-4827 FAX (509) 525-3741

focusing on kids and their learning....

Requisition Procedures

Requisitions are to be completed when you would like to make purchases. They must be completed BEFORE you purchase the items. After completion of the form, turn it into your administrator for approval, and upon approval, it will be forwarded to the Business Office for processing. The Business Office will then process the requisition into a purchase order. Most orders are faxed, so be sure to include a fax number on the requisition. When this has been processed, you will receive in interschool mail the goldenrod copy of the purchase order for your files. If it's a hand carry to Book and Game, Bi-Mart, Shopko, etc., you will receive the white copy of the purchase order to take to that business, and the goldenrod copy for your files. If it's a hand carry to Wal*Mart, Staples, Safeway or Sears, you must come to the Business Office to pick up your purchase order and a charge card for those stores. We will send you an email when the purchase order and charge card are ready for you to pick up.

**The following are tips to make this a smooth process for you:

- Make sure the company you are ordering from accepts purchase orders. If they don't, you might need to find the item elsewhere.
- Type the requisition on your computer. For the template, you can go on the College Place Public Schools website. Go to cpps.org>staff resources>electronic forms>requisition template. A copy can be saved on your computer. Make sure and print the requisition off on pink paper. If you are not able to do this, then please PRINT Legibly. If we can't read your handwriting - especially item numbers, then you run the risk of receiving incorrect merchandise or getting the requisition back
- Under the 'Quantity and Unit' box on the requisition, please remember to list unit - each, box, dozen, etc. Then when the box is checked in, we are able to make sure the right unit was received.
- Turn in requisitions in a timely manner. After your Administrator signs and sends the requisition to the Business Office, it will be processed within a week.

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- If you would like to check in your own order, then you need to check off the items received on the packing slip, sign, date the form, and turn it in immediately to Erin Partlow in the Business Office. If no packing slip is included in the box, then please send in the goldenrod copy of the purchase order you received from the Business Office with the items received checked off, and your signature and date on the form.
- If you find an item online that you would like to order, you need to see if they accept purchase orders. If they don't, you might need to find the item elsewhere. Also, please see if there is a fax number that the order can be faxed to. It is not always easy to place an order online - an account etc. has to be set up before the item can even be ordered.
- If you need to know your classroom budget balance, you can check with your principal. An expenditure report is printed for them normally on a weekly basis.
- We are no longer processing requisitions for workshops or lodging. You must now make all of these arrangements and be reimbursed for them after attendance. To be reimbursed, you need to complete a Monthly Travel Expense Voucher and attach the proper documentation.
- To use your professional development funds to be reimbursed for tuition, complete a pink requisition form. Under 'Company' on the top right corner of the requisition, put your name down. You will need to attach a receipt from the college or university showing how much was paid.

If you have any questions, please don't hesitate to call the Business Office!