

Requisition Procedures

Requisitions (**pink paper for general fund, lilac paper for ASB funds**) are to be completed when you would like to make purchases. After completion of the form, present it to your administrator for approval. Upon approval, the requisition will be forwarded to your building secretary for processing. The requisition will then face approval by your building Principal and the Business Manager to be processed into a purchase order. Purchase orders are printed and then mailed or faxed through the Business Office, so be sure to include a fax number on the requisition. After processing, you will receive in interschool mail, the goldenrod copy of the purchase order for your files. If it is 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. A hand carry to Wal*Mart, Staples, Home Depot, Safeway or Sears, will require you to come to the Business Office to pick up your purchase order and a charge card for the appropriate store. The Business Office will send you an email when the purchase order and charge card are ready.

****The following are tips to make the Requisition completion a smooth process for you:**

- **Make sure to sign and date all receipts and submit to the District Office.**
- Make sure the company you are ordering from accepts purchase orders. If they do not, you will need to find the item elsewhere or purchase it on your own by following district reimbursement procedures.
- Type the requisition on your computer. The template can be found 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. Be sure to print the requisition on pink paper. If you do not have computer access, please PRINT legibly on the district provided pink requisition. If we are unable to read your handwriting – especially item numbers, you run the risk of receiving incorrect merchandise or having the requisition returned to you.
- Under the ‘Quantity and Unit’ box on the requisition, please remember to list unit -each, box, dozen, etc.
- Turn in requisitions in a timely manner. After you’re administrator signs and presents the requisition to the Building Secretary, it should be processed within 2 weeks.
- When your order arrives, check in your items from the packing slip, **sign and date** it and submit it to the District Office. If no packing slip is included in the box, please send a copy of the purchase order you received from the Business Office with the items you received checked off and **your signature and date on the copy.**
- You may submit online orders with purchase orders through approved current district online vendors. If you find an item online that you would like to order through a company that is not currently an approved online vendor with the district, you will need to purchase the item on your own following district reimbursement procedures or find the item elsewhere.

Please note: Should you choose to purchase items with personal funds, without prior district approval, you run the risk of not being reimbursed.

- You can obtain your classroom budget balance and/or budget number through your building administrator or secretary.

Reimbursement Procedures

Should you wish to be reimbursed for classroom supplies or professional development items purchased with personal funds, you will need to attach an itemized receipt or a credit card statement showing the item(s), cost per item and total, and attached to a pink requisition form. **Receipts must be signed and dated by you.**

Please note: Reimbursement will be contingent upon approval by your Administrator and Superintendent or Business Manager.

Should you have questions, please don’t hesitate to call the Business Office!