



TWIN RIVERS UNIFIED SCHOOL DISTRICT
PURCHASE REQUISITION INSTRUCTIONS

The standard **PURCHASING REQUISITION** is used to request materials and services. The form is in PDF format and fill-able on-line, but cannot be saved as a completed copy. Please use the following instructions to submit the Purchase Requisition:

1. Fill out the form on-line or print a blank copy to be filled in by ink.
2. Print two copies of the completed form and retain one for your files.
3. Send Requisition to the **District Office for Approvals**, by Intra-District mail, Fax, or by Scan and E-Mail.

When entering the information into the **PURCHASE REQUISITION** please remember to include the following important information:

1. **School or Department:** Name of the site or department from which the request was originated.
2. **Delivery:** The name of the person/room/department/site to which the order is to be delivered.
3. **Charge Expense to:** The Budget Code and Charge to related to that code.
4. **Categorical:** For all categorical expenditures, refer to your school site plan to complete the Categorical Program box.
5. **Justification:** Enter the goal and objective number, letter, or symbol. Then enter the school site plan page number.
6. **Suggested Vendor:** Enter the complete name and address of the suggested vendor. If you do not know which vendor you should order from, the Purchasing Department can assist you.
7. **Phone Number:** Please include the vendor's phone and fax number if available.
8. **Quantity Required:** Enter the number of items, sets, packages, etc.
9. **Unit:** Enter the unit of measure in which the item is sold, (i.e. each, set, package, etc.)
10. **Description:** Enter a complete description of goods and /or services requested (part number, brand name, etc.).
11. **Unit Cost:** Enter the price of each unit.
12. **Sales Tax & Shipping:** The State of California requires that we pay sales tax on all merchandise purchased. (Sales tax, (7.75%) is paid to the State of California regardless of where the merchandise is ordered from). Shipping is usually included in the cost of the merchandise. In some cases however, shipping will be an extra cost. Include shipping if necessary under the Sales Tax.
13. **Approved By:** Site/Department Signature. The requisition must be signed by the Principal, Department Head, or the Program Supervisor.
14. **Routing:** The requisition must be approved by Categorical if applicable and then approved by Budget before it can be sent to Purchasing for processing.

If you have an immediate need and feel the standard requisition process will take too long, call the PURCHASING DEPARTMENT. The Buyers or Director of Purchasing will assist you in getting an approved Purchase Order in the time required. DO NOT, under any circumstances, place an order without an authorized Purchase Order from the Purchasing Department.