

Pawtucket School Department

Procedure for Processing Purchase Requisitions

- 1) **BEFORE** ordering any merchandise or contracting purchased services, a Purchase Requisition must be submitted to the Business Office in duplicate.
- 2) Completely fill out the requisition, otherwise it will be returned for the missing information.
- 3) Leave the vendor number blank, but fill in the complete vendor name and address, including the zip code. Please write legibly, because this form will be inserted in a window envelope and mailed.
- 4) Fill in the items cost and extended cost, and the total amount of the order (so we can verify the total after data entry).
- 5) Fill in the estimated shipping charge if applicable (use 10% of the order total as a guideline).
- 6) A separate requisition must be filled out for each vendor
- 7) A separate requisition must be filled out for each General Ledger account number.
- 8) All requisitions must be authorized by a school principal, supervisor /department head, grant administrator, or the superintendents designee, by signing on the Purchase Authorization line, on the purchase requisition.
- 9) The person that authorized the requisition will then forward the requisition to the Business Office.
- 10) The Business Office will then enter the requisition into the encumbrance/purchase order system to verify there are budget dollars remaining in this account for this purchase, then approve / reject both copies of the requisition form.
- 11) The Purchase Requisition will now appear as an encumbrance on your Principals Responsibility report, or Grant Budget Report and also appear as an open purchase order on the Open Purchase Order report.
- 12) The Business Office will then return the requisition to you. You may then order the merchandise or contract the purchased service.
- 13) If the order is to be mailed to the vendor, please indicate this on the requisition, the Business Office will mail it.
- 14) No merchandise or services are to be ordered until an approved requisition is received from the Business Office.