



**Recovery School District
PURCHASE REQUISITION**

**RSD-PURCHASING USE ONLY
FISCAL YEAR 10**

Superintendent/Chief of Staff:(\$50,000 or more)	Date: _____	Requisition # (school/dept code-m/d-sequence #)
Chief Financial Officer:		Purchase Order #
Executive Staff Member:	Date Required: _____	Buyer:
Principal/Department Head:	Date Processed: _____	

Project/Grant Administrator:	DELIVERY TO:	INFORMATION TECHNOLOGY MUST RECEIVE A COPY OF ALL REQUISITIONS THAT HAVE COMPUTER RELATED EQUIPMENT
VENDOR NAME & ADDRESS, CONTACT PHONE #, EMAIL:	INVOICE TO: RECOVERY SCHOOL DISTRICT ATTN: ACCOUNTS PAYABLE 1641 POLAND AVENUE NEW ORLEANS, LA. 70117	

Justification/Funding Source:

Item No.	Description (Contract # and line #, if contract items)	Qty. Ord.	Unit	Unit Price	Amount

TOTAL

RSD-BUDGET USE ONLY	Item Number	Agency Number	Exp. Org.	Object	Subject/Object	Reporting Category	Activity Code	Amount
Budget Analyst: _____								

Requisitioned By: _____ Date _____ Purchasing Agent: _____ Date _____

**RECOVERY SCHOOL DISTRICT
PROCUREMENT AND CONTRACTS**

PURCHASE REQUISITIONS

- 1.0 PURPOSE:** To establish when and how a purchase requisition will be used.
- 2.0 DEFINITIONS:**
- 2.1 RSD.** The Recovery School District
- 2.2 Purchase Requisition.** The paper form authorized by RSD for the initiation of purchases by the requesting school or department (PR Form).
- 2.3 Purchase Requisition List.** The form used to supplement the purchase requisition form when more than six (6) items are being ordered (Purchase Requisition Continuation Form).
- 2.4 Purchase Order.** The official RSD form issued by purchasing that authorizes a vendor to furnish the goods or services specified in the order. No purchase is an obligation of RSD unless this document has been issued.
- 3.0 RATIONALE:** The purchase requisition form is used by the requesting School or Department to communicate its needs to Purchasing.
- 4.0 PROCEDURE:** A purchase requisition shall be used for the purchase of any item or group of similar items. Please refer to the attached standard RSD Purchase Requisition form. The form is completed as follows:
- 4.1** School or department submits purchase requisitions prior to submitting them for review and approval and the purchase requisition reaching purchasing.
- 4.2** All purchase requisitions must be typed or printed. This is necessary to reduce ordering errors due to handwriting interpretation.
- 4.3** Date – Type the date that the requisition is prepared in the top center portion of the form. For requisitions processed near the end of the fiscal year, please indicate below the date which fiscal year is to be charged.
- 4.4** Purchase Requisition Number – Create a requisition number by typing a purchase requisition number in the upper right corner.

The purchase requisition number is made up of 10 digits:

- The first four numeric-character entry is made up of the school or department identification number,
- followed by a dash (-),
- the current month (in two digits) the current day (in two digits),
- followed by a dash and
- a sequence number in two digits (your first number each day counting sequentially up) the sequence number starts with “01” each new day.

For example, a John McDonough Sr. High School requisition might look like this: 2011-0701-01.

It is important that each school or department keep a record of their requisition numbers in case you need to communicate with the Purchasing Department regarding your order.

- 4.5** Purchase Order # - Numeric number issued by the purchasing office only.
- 4.6** Buyer - the buyer or procurement specialist assigned to process your requisition. This is also completed by the purchasing office only.
- 4.6** Delivery to - Type the name and complete street address of the school or department you would like the goods or services ship to. Include the name of the person that will receive the equipment on the attention line.
- 4.7** Suggested Vendor - If you have a suggested source for this purchase, enter the vendor name and address here and contact information (the vendor's contact person that is familiar with your purchase).

If you know the vendor's fax number, please include it because the Purchasing Department automatically faxes all purchase orders, if the fax number is known. If a source is not known, this space may be left blank.

Remember that this is only a suggested vendor and may be changed by the Purchasing Department if a lower price source is known or bids are taken.

- 4.8** Justification/Funding Source - Enter your Justification for your purchase as well as your funding source. i.e. instructional supplies purchase to support school improvement plan.

Remarks - also, you may add in this section, any additional information or instructions you wish to provide to the Purchasing Department for processing your order.

- 4.9** Item - Number each item on the requisition consecutively beginning with item number 1. If there are more than six (6) items, list balance of items on the "Purchase Requisition Continuation" form, indicate "See Attached List" in the Description area of the purchase requisition for any reference quotes, and submit both forms. You may attach as many "Purchase Requisition Continuation" forms as necessary for your order.

- 4.10** Description - Type a complete description of the items requested. If additional space is needed, you may add an attachment to the requisition. Include as much information as is available, such as brand, model number, features, color, package size, etc. Similar items should be combined on the same requisition. If the requisition is for printed forms, envelopes, stationery, etc., a sample must be included with the requisition.

Cat. Number - also type the vendor's catalog number, if known. Otherwise, leave blank.

- 4.11** Quantity Ord. - Type the quantity needed or required.
- 4.12** Unit - Type the unit of measure for the item, such as "each", "case", "doz.", etc. The unit of measure relates to the quantity, so for example; enter either "12 each" or "1 doz.", not both. An entry of "12 doz." will result in an order of 144 each.
- 4.13** Unit Price - Type the price per unit of measure.

- 4.14** Amount- the extended prices or amount which is calculated by multiplying the amount in the “Quantity Ordered” column by the amount in the “Unit Price” column, and type the result in the amount column.
- 4.15** Total – even if you have attached a quote or price sheet to our requisition, you must enter the total amount of the requisition in this space.
- 4.16** Fund/Source of Funds, etc. Codes – the Budget Office will use this area of the requisition to apply the correct budget or funding source from which this purchase is to be paid and approve the requisition for available funding. Refer to the Budget Office if you are not sure of the proper funding source when submitting your requisition. It is your responsibility to verify that funds are available before the requisition is submitted. Sending a requisition with incorrect funding source or insufficient funds will result in delay of your order.
- 4.17** Signatures – All required authorized signatures must be secured on the purchase requisition before a purchase order can be issued.
- Superintendent/Chief of Staff for purchases \$50, 000 or greater
 - Chief Financial Officer for Purchases greater than \$50,000
 - Executive Staff Member:
 - Chief Financial Officer – all requisitions \$50,000 or more regardless of their origin as well as any requisitions originating from the Finance Department
 - Chief Academic Officer- all requisitions originating from schools or academics
 - Chief Operations Officer- all requisitions originating from IT, facilities and operations and security services from a school or department
 - Human Resources Director – all requisitions originating from human resources
 - Requestor – person requesting the goods or services and must sign the req.
 - Purchasing Agent – the purchasing director’s signature

5.0 ACTIVITY FUND REQUISITIONS. Follow the same process as above except include funding and type “Activity Funds” in Justification/funding section. Also see RSD regulation regarding activity fund purchases.

6.0 FOLLOW-UP. When it is necessary to follow-up on the status of a requisition, contact the Purchasing Department first, not the vendor. Either the purchase requisition number or the purchase order number is required to locate your order in Purchasing, so please be sure to have this information ready before you call.

7.0 WAREHOUSE REQUISITIONS. Warehouse requisitions should be submitted to Operations and Facilities via their required authorization channel. Contact Facilities and Operations for forms and instructions for processing these orders.