

**NOTE: REQUISITIONS WILL BE RETURNED IF ALL REQUIRED
INFORMATION IS NOT PROVIDED
SEE BELOW FOR INSTRUCTIONS:**

A: SCHOOL SITE/DEPARTMENT ONLY. No individual names

B: INTERNAL LOCATION, ie "Health Office", "Library", "Psych Services"

C: DATE

D: LEGIBLE BUDGET STRING. If more than one string, indicate in section I.

E: Provide NAME OF VENDOR, ADDRESS, PHONE and (FAX if available)

F: Example "Prepayment Required", "Deliver to Mrs. Smith, Rm. 8" or "RUSH, Need by specific date"

G: LINE ITEM NUMBER (ie 1, 2, 3, 4, etc)

H: PART NUMBER or MANUFACTURER PRODUCT NUMBER

I: FULL DESCRIPTION of PRODUCT or SERVICES including color, size, etc. List DISCOUNTS if applicable. Clearly state the services being provided. If there is a Board Report associated, then provide the BR# and Board Date. For Conference you must provide the 4 W's: (1) WHO is going, (2) WHAT is it-Name of Conference, (3) WHERE is it-specify location, (4) WHEN is it-indicate date(s) of event. If PREPAYMENT REQUIRED (ONLY IF PO IS NOT ACCEPTED, this must be verified by site), then allow an additional 2 weeks for processing by Accounting.

ATTACHMENTS are acceptable as long as all pertinent information is included. Simply state on Requisition "SEE ATTACHED _____ PAGES OF ADDENDUM"

J: QUANTITY OF ITEM ORDERED.

K: UNIT OF MEASURE, such as EACH, BOX, GALLON, PACK, DOZEN, etc.

L: PRICE PER UNIT OF MEASURE

M: EXTENDED PRICE FOR EACH LINE (it is OK for you to write in this section.

N: SUB TOTAL OF ALL EXTENDED PRICING.

O: SALES TAX (MUST be included even if vendor is out of state, or vendor claims to not charge Sales Tax)

P: SHIPPING CHARGES for GOODS --if none then note N/C [No Charge]

Q: TOTAL including TAX and SHIPPING.

R: Provide if applicable, or ATTACH QUOTE

S: PERSON REQUESTING THE GOODS OR SERVICES

T: PHONE EXTENSION necessary for questions concerning requisition.

U: SIGNATURE OF PRINCIPAL OR ADMINISTRATOR

NON-STANDARD (BUY OUT) REQUISITION

PASADENA UNIFIED SCHOOL DISTRICT

REQUISITION NO. 35203

REQUISITION ORIGINATOR

(A)

CODE

DISTRIBUTE MATERIAL TO

(B)

CODE

REQUISITION DATED

(C)

COMPLETE ACCOUNT NO.

(D)

FUND

RESOURCE YEAR

GOAL

FUNCTION

OBJECT

LOCATION

(D)

ESTIMATED COST

\$ (Q)

INCLUDE TAX & FREIGHT

REQUISITIONER'S NAME

(E)

(F)

08/203

REQUISITIONERS DO NOT USE SHADED AREA

BUDGET REC'D.

VENDOR NUMBER

SHIP TO

P.O. #

BUYER

LINE NO.	VENDOR / MANUFACTURER PRODUCT NUMBER	DESCRIPTION OF MATERIAL	QUANTITY REQUIRED	UNIT OF ISSUE	ESTIMATED UNIT PRICE	UNIT PRICE	TAX	TERMS DISC.	EXTENSION
(G)	(H)	(I)	(J)	(K)	(L)				(M)
See Reverse for Descriptions of Codes									

SOURCE OF PRICING:

NAME: _____ (R)

CATALOG YEAR _____

BID / QUOTE _____

DATE _____

QUOTE ATTACHED YES NO

SUB TOTAL (N)

SALES TAX (O)

SHIPPING (P)

TOTAL (ENCUMBERED AMOUNT) (Q)

SIGNATURES

REQUISITIONED BY _____ (S)

EXTENSION _____ (T)

APPROVED BY PROGRAM PRINCIPAL / ADMINISTRATOR _____ (U)

PLEASE PRINT