

## **Requisition Guidelines**

These guidelines are provided to assure that your requisition is processed in a timely manner. Incomplete requisitions **will be returned** for completion.

1. **Vendor** information must be complete. Please do not use abbreviations. If you would like your order to be faxed please note so on your requisition and provide a fax number. Remember that you must submit one requisition per vendor. For example, in the case of a professional meeting, you would need one requisition for the hotel, one for your registration and one for your own personal reimbursement. We can only pay one vendor per purchase order.
2. **Ship to** information must be complete. Please do not assume that we know where or to whom the order is to be sent. Providing the **SUBJECT/GRADE & COST CENTER** information is particularly important in helping to verify code accuracy.
3. **Quantity x Price = Amount** (Please do not place order numbers in the quantity field.)
4. **Descriptions** must be complete. Please include order numbers and provide specific information for the items you are ordering.
5. The **Codes** you should use when placing your orders are attached. If you have any questions regarding these codes, please see your building secretary. Please note that uncoded requisitions will be returned to your building for completion and thus cause your order to be delayed.
6. **Shipping and Handling** must be included on your order. If shipping and handling are free, please write "free" in this field.
7. Check the **Total** of your requisition before submitting it to your building principal for approval.
8. All original paperwork (contracts, **completed** registration forms, professional development forms, quotes, etc.) relating to the requisition need to be stapled to all requisitions. **All contracts must be signed by the Treasurer.**