|  |
| --- |
| Sweetwater County School District #1  Requisition Form |

|  |  |  |
| --- | --- | --- |
| **Date:** | **Requested by:** | |
| **Purpose of Request:** | | |
| **Building(s):** | | |
| **Classes Used For: Number of students served:** | | |
| **Funds used for purchase: € District € Title I € Title II € Title III (EL) € Title IV € 21st Century € BOCES**  **€ Perkins € Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | **Budget Code(s) (if known):** |
|  |
|  |

**Vendor Information (Amazon and Wal-Mart are not accepted Vendors): \*\*\*PLEASE FILL OUT COMPLETELY\*\*\***

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name** |  | | | | | | | |
| **Address** |  | | | | | | | |
| **City, State, ZIP** |  | | | | | | | |
| **Phone #** |  | | | **Fax#** | | | | |
| **Web Address** |  | | | | | | | |
| **Item Description** | | | **Item Number** | | | **Quantity** | **Unit Price** | **Total** |
|  | | |  | | |  |  |  |
|  | | |  | | |  |  |  |
|  | | |  | | |  |  |  |
|  | | |  | | |  |  |  |
|  | | |  | | |  |  |  |
|  | | |  | | |  |  |  |
|  | | |  | | |  |  |  |
|  | | |  | | |  |  |  |
| **Subtotal** | | |  | | |  |  |  |
| **Shipping** | | |  | | |  |  |  |
| **Total** | | |  | | |  |  |  |
| **Does this Purchase exceed $1,000.00?** | | **If yes, 3 competitive quotes or a sole source letter are required for any order over $1,000.00.** | | | | | | |
| **Is a Facilities plan review needed?** If you answer yes to any question below, YES- one is needed:   * **Can air quality be affected?** * **Does anything plug in to an outlet?** * **Does the vendor not ship items on a pallet?** * **Does any individual item weigh more than 1,000 pounds?** * **Are any individual items more than 6 feet tall?** * **Is there a space large enough in the building, or will this item block access to windows, electrical panels, etc.?** | | | | | **If yes, a blank form is available on the District website under the CIA Department forms and should have all signatures and accompany this form and any quote(s) to be submitted.** | | | |

|  |  |
| --- | --- |
| **Department Chair Signature (Only Required for Elementary Art, Music and PE)** | **Date:** |
| **Building Principal Signature:** | **Date:** |