

REQUISITIONS

BUDGET

1. Fill out a requisition with the approved vendor name and complete address and list what you want to order. Quantity, item-give complete description, catalog number, unit price and net price.
2. Return to campus secretary for processing. The campus secretary will enter it into the system electronically and then forward to the campus principal for approval or denial. If there is a problem, the campus secretary will notify you with the reason for denial.
3. If the requisition is approved at the campus level, it will be forwarded to the business office for approval or denial. The business office will receive the requisition electronically and will process into a purchase order, if approved. If denied, the requisition will be forwarded back to the campus with the reason for denial. **DO NOT ORDER ANYTHING WITHOUT AN APPROVED PURCHASE ORDER.** Indicate on the requisition if you want it faxed (provide a fax number on the requisition), mailed or if you want to order it yourself.
4. After a purchase order is processed you will receive a copy of the requisition and the salmon color copy of the purchase order stating when it was mailed or faxed.
5. When all the merchandise is received, please sign and date the salmon color copy of the purchase order and return to the business office for payment.

ACTIVITY FUND

Activity funds are basically done the same way, but are not done electronically. They are submitted on activity fund purchase request forms. These forms can be obtained through the campus secretary. Executive accounts at the four campuses must have the principal, secretary, and business manager or superintendent's signature before ordering. All other accounts must have the principal, club sponsor and a club officer signature before ordering. After the order is received, return all copies of the activity fund purchase request to the campus secretary with the copy of the invoice and it will be forwarded to the business office for payment.