

REQUISITION INSTRUCTIONS

1. Go to the staff tab on the <http://www.nchcityschools.org> website and select requisition submission.



2. **Requester Email** would be the individual ordering (the person entering the requisition).

Requester Email lastname.firstinit@nchcityschools.org	Attention To lastname.firstinit
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3. **Vendor No** would be the vendor from which the order is coming from or to whom payment should be sent to. Start typing the vendor name and it will give you a list of similar and you would choose the correct one. If it is a vendor that we have never used then you would put in 999999 (TO BE DETERMINED). **Vendor** fills in automatically after **Vendor No** has been chosen.

Vendor No

▼

Vendor

4. **Fund to be used/Notes to Approver** would include the funding area (i.e. Student Government, Elementary Instructional Supplies, etc.) for purchase. If “TO BE DETERMINED” was used when entering **Vendor No** then the new vendor information would go in this space and W-9 from company must be included in the attachments. Examples below:

Fund to be used/Notes to Approver

Use Student Government funds

Fund to be used/Notes to Approver

Name of Company
Address
W-9 included

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▼

5. **Who will place the order** is the person who will actually do the order. If you are calling in the order or ordering on line then you would select "I will place order." If "Treasurer to place order" then accounts payable will mail purchase order to the above listed **Vendor**. Accounts payable does not place phone orders or do online orders.

Who will place the order

6. Please attach any items that are needed to complete the purchase order. For instance, you may need to attach a W-9 for new vendors, mapquest directions for driving to professional development meetings, or a quote for items. If you chose "Treasurer to place order" then click on "Send with PO" if needed for the order.

No Attachments Send with PO

7. **Requested PO Date** is today's date. **MUST DO REQUISITION AND HAVE AN APPROVED PURCHASE ORDER BEFORE YOU MAY MAKE ANY PURCHASE.**

Requested PO Date

8. **Approval Path** would be your building or department. For example, if what you are purchasing is for the Elementary School then use "NCH Elementary School."

Approval Path

9. **Deliver To** would be your building. The address below this field will fill in automatically.

Deliver To

10. **Requisition Description** is brief. For example, color paper, pens, signs for..., etc.

Requisition Description

(APPEARS ON PO ABOVE LINES)

11. The following instructions are specifically for entering the items to be ordered:

- a. Click **Add Line**.
- b. Enter **Quantity** – number of units you are ordering.
- c. **Unit** – the unit of measure described by the vendor (i.e. Box, dozen, each, etc.)
- d. **Price** – enter the price of each unit. Price should be consistent with **Unit**. Be sure you have the most current price.
- e. **Description** – describe the item ordered. Use catalog numbers, part numbers, etc. when available. Please be as specific as possible.
 - i. You will need to **Update** before you can add another line item.
 - ii. Please make sure to include any shipping and handling charges that will be billed as a separate line item.
- f. **Total** – the total amount of the line item being ordered. The amount must be equivalent to the **Quantity** multiplied by the **Price**.
- g. **Grand total** – The total of all line items and shipping charges. The purchase order you receive is only certified for only the Grand Total. WE ARE TAX EXEMPT therefore we do not pay tax on any items. See your Building Secretary for Tax Exempt form.

#	Quantity	Unit	Description	Unit Price	Total
1	12.000	1	Books	\$10.0000	\$120.00
2	20.000	10	Pens	\$0.9900	\$19.80

Quantity: Unit: Price: \$

Description:

\$139.80

12. When complete click **Submit**.

PLEASE NOTE THAT THIS FORM IS NOT A PURCHASE ORDER. COMPLETION DOES NOT GIVE AUTHORIZATION TO CALL OR SUBMIT YOUR ORDER WITH THE VENDOR. Once the requisition is approved you will receive an e-mail with the purchase order number and you may then place your order. Please allow at least 2 weeks for processing requisitions.

13. You must notify accounts payable as soon as the items are received. This is what allows payment for the items ordered.