

PROCESS FOR REQUISITIONING

Complete a Requisition Form including amount requested, item # if applicable and page number. Attach catalog or copy of page including name, address, & phone number. This must be signed, dated, and approved by supervisor/team leader/ or program director as appropriate.

Prior approval needed for the following dollar amounts:

WIC	over \$5000.00	State Health Division
OPP	over \$5000.00	Department of Education
CCR&R	over \$2500.00	Child Care Commission
USDA	over \$500.00	Department of Education
Head Start	over \$5000.00	Regional Office, Head Start Bureau

Dollar amounts of \$1.00 to \$500.00: Complete a Requisition Form and submit to the appropriate person for approval and coding. They will give it to the appropriate purchasing agent for ordering.

Dollar amounts of \$500.00 to \$5000.00 require comparison shopping by phone or catalog to include a minimum of three vendors. Complete the following.

Vendors Contacted	1	2	3
Name:			
Address:			
Contact Person:			
Phone Number:			
Item to Purchase:			
Description:			
Cost:			
Vendor Selected:		Rational for Selection:	