

SUPPLIES/CURRICULUM/HANDOUTS & EQUIPMENT

REQUISITION FORM

SUPPLIES/CURRICULUM/ HANDOUTS & EQUIPMENT	AMOUNT		CURRICULUM #	INV. #	PRICE EACH	TOTAL PRICE
	REQUESTED	RECEIVED				
TOTAL						

All curriculum resources and equipment not returned to the program at the end of the year will be charged to the person whose signature appears on this form.

Date: _____

Signature: _____

Center: _____

Approved: _____

Account Code _____

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 \$2500.00	State Health Division
OPP	over \$5000-00	Department of Education
CCR&R	over \$5000.00	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:	