

Requisition Originator Number:

**Omega School dba Omega Academy
Requisition Request
School Year: 2003-2004**

Please check the appropriate box:

McDowell
 Northern

Corporate
 Employee Benefits

21st Century
 All Campuses

Date of Request:	Due Date:
Vendor/Payee (include address if known):	
Amount: \$	Please check one: <input type="checkbox"/> Check <input type="checkbox"/> PO (Purchase Order) <input type="checkbox"/> Other:
Requested by:	
Approved by:	
Special Instructions/Comments (if any):	
Line Item: <input type="checkbox"/> Supplies	<input type="checkbox"/> Contractual <input type="checkbox"/> Personnel <input type="checkbox"/> Travel
Project Code	Account Code

NOTE: All requisition requests must include an original bill/invoice. If no invoice is available, please prepare a typewritten request. Requisitions are processed once a month, after the 15th of every month.

Bidding Requirement/Purchasing Policy (Policy DJC/DJF)

1. Requisition required before purchase order issued.
 2. Attach all written quotes to the requisitions.
 3. Must have price and shipping.
 4. Must be coded.
 5. One company per requisition.
 6. Include Vendor information. (Complete address and phone number).
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1. \$5,000 or less-approval of President/CEO or Designee (written quote information)
 2. \$5,000 but less than \$15,000 – three written documents to support verbal quotations
 3. \$15,000 but less than \$35,000 – three written price quotations (non-construction)
 4. \$35,000 but less than \$100,000 – Sealed Bid
 5. \$35,000 but less than \$100,000 for constructions–follow Simplified School Construction Procurement Program.

Checking Account	General/Grant/Bank One
Entered in Peachtree	
OK to pay	