



**Vendor Requisition Process**  
**(A.K.A. Purchase Order or "P.O.")**

- Step 1:** Choose a Vendor to purchase from. You may have to do some research to find the best price. Write the vendors name and address and/or web site on the appropriate line. Please include a phone number, fax number and email contact if possible.
- Step 2:** Circle where you want the items delivered.
- Step 3:** List the quantity, a brief description, the company's item and/or ISBN number, unit price and total amount for each line item (a-1). If the vendor has an order form, you need to attach the order form and write either "See Attached" or list the items on the Vendor Requisition. Alternately, if you complete an online order form or shopping cart, print out information from the website and attach.
- Step 4:** Calculate and enter the current California Sales Tax (b). This is paid whether or not the vendor charges for it in your final order.
- Step 5:** Calculate and enter appropriate shipping or freight charges (c). If the vendor doesn't provide this or you are unsure, use 10% of the line item total (a-2).
- Step 6:** Add the line item totals, tax and shipping (a-2 + b + c). Enter into the total order price area.
- Step 7:** If there are any special instructions and/or you know what fund you would like the items to be paid for out of, please list in the boxes provided.
- Step 8:** Sign your name as the Originator. Make a copy of this form for your records. Put in the school principal's box for approval. Purchase order will be returned if it is not approved.

Once approved, accounts payable will create a purchase order with a P.O. number and place the order.

- Step 9:** After you or school staff receive items, return the packing slip with a date and signature that the items have been received. This should be done within 10 school/working days of receiving your items. If a packing slip is signed as received the invoice will be paid.

\*\*If a packing slip is not provided, you must send something to district staff in writing about what items were received and from what vendor.

\*\*If an item is not received, an item is damaged or there are any other issues with the order, you must let us know as soon as possible after you realize it. District staff will need to follow up with the vendor and there may be a time limit for doing this.