



# CUYAHOGA HEIGHTS REQUISITION

To make a purchase – you **MUST** have a Purchase Order first. Fill out this form and submit it to your Building Secretary. Include all quotes/carts/contracts/attachments. **DO NOT** attach invoices.

- If using a new vendor, submit their W9 and a New Vendor Form to the Treasurer's Department.
- For a single purchase greater than \$3,000, attach a CHS Quote Sheet with 3 quotes.
- If the total purchase is greater than \$5,000 or involves - a contract that must be signed – or a new vendor for a total purchase greater than \$2,500 - have your Building Secretary give you a printed copy of the requisition from SCVIEW, so you can submit it to the Superintendent's Secretary to include on the next Board Agenda for approval.
- For Professional Conference and Tuition requests, fill out their respective form instead - and submit it to the Treasurer's Department as your requisition.
- Once your Supervisors and the Treasurer (and the BOE, if applicable) approve the form electronically, you will receive a PO via email and can proceed with your purchase.

**For payment** - An invoice, registration form, receipt/mileage reimbursement form, Professional Conference Expense Form or Tuition receipt & Grades must be submitted to the Treasurer's Department with the PO number listed. The PO itself will not initiate payment.

Requester Email

Requested PO Date

CC Email

Do you have a potential conflict of interest by hiring this vendor? (See BP 4113)

Vendor Name

Yes  No *If Yes, explain:*

Email Vendor

*(include vendor's email address)*

OR Fax Vendor

*(include vendor's FAX)*

Vendor Address

Requisition Description (Brief)

Orderer:  I Will Place Order  Order should be Faxed  Order should be emailed ***(Check One)***

Send Attachments with the PO *(check - if you want the vendor to get the attachments)*

Quantity	Unit	Description	Price	Account Code	Total
				<b>GRAND TOTAL:</b>	