

Requisition Quick Reference Guide

Type of Req	Form	Dept/Loc	Receive By	Delivery Method	Vendor Sourcing	# of Lines	Attachments	Helpful Info
Blanket	BISD	Do not change	Amount	Always change to print	<ul style="list-style-type: none"> • Contract # • Special Instructions 	One	None	Blankets are always sent back to the requestor.
Bond	BISD	BOND	Amount/Quantity	Do not change	<ul style="list-style-type: none"> • Contract # • Quote Reference • Special Instructions 	Unlimited	Quote & Contract <i>If applicable: Travel/Field trip Forms, Agenda, List of attendees</i>	Must have completed the Payment Approval Bond Fund Form prior to payment.
Federal	BISD	FEDRL	Quantity	Do not change	<ul style="list-style-type: none"> • Contract # • Quote Reference • Special Instructions 	Unlimited	Edgar Form Matrix (if not selecting lowest priced vendor) 3 Official Quotes	Remember if you are not choosing the lowest pricing we need an acceptable explanation given on the EDGAR form.
Invoice	BISD	INV	Quantity	Always change to print	<ul style="list-style-type: none"> • Contract # • Invoice Reference 	One	Invoice Invoice PO Form <i>If applicable: Travel/Field trip Forms, Agenda, List of attendees</i>	Invoice PO's are always sent back to the requestor. Once you have received your PO please receive in Munis and email <u>invoice</u> to AP with PO # referenced.
Large Library Book Orders	BISD	Do not change	Amount	Do not change	<ul style="list-style-type: none"> • Contract # • Quote Reference • Special Instructions 	Unlimited	Quote	Make sure to include your "Do not exceed" information on the line item description.
P-Card <ul style="list-style-type: none"> • \$500 campuses • \$250 dept. activity funds • \$1500 dept. funds 	BISD	PCARD	Quantity	Always change to print	<ul style="list-style-type: none"> • Contract # • Quote Reference • Special Instructions 	One	Quote Contract <i>If applicable: Travel/Field trip Forms, Agenda, List of attendees</i>	<ul style="list-style-type: none"> *Instead of receiving, liquidate PO on P-Card Statements *PO is not sent to vendor
Regular	BISD	Do not change	Quantity	Do not change	<ul style="list-style-type: none"> • Contract # • Quote Reference • Special Instructions 	Unlimited	Quote Contract <i>If applicable: Travel/Field trip Forms, Agenda, List of attendees</i>	Purchasing will send to vendor unless different directions are in vendor sourcing.
Warehouse	WHSE	Do not change	Quantity	NA	None Needed	Unlimited	None	No receiving required!

Requisition Quick Reference Guide Attachment

Requisition Entry - Munis [BIRDVILLE ISD]

HOME

Accept Cancel Search Browse Query Builder Add Update Delete Global+ Duplicate Print PDF Preview Excel Word Email Schedule Attach Notes Audit Maplink Alerts Switch Form Activate Line Items Mass Allocate Release More... Return

Main

Dept/Loc Fiscal year Requisition number General commodity General description General Notes

Status Entered PO expiration Receive by Three way match required Inspection required

Vendor

Vendor Name PO mailing Delivery method Address Vendor/Sourcing Notes Vendor Quotes (0)

Shipping and Billing

Ship to Address Email Reference

Miscellaneous

Allocation Type PO

Line Items

Line	Description	Vendor	Qty	Unit Price	UOM	Freight
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Accounts Total amount

Workflow

My Approvals Approve Reject Forward Hold Approvers