## **Requisition Entry**

Munis: Financials<Purchasing<Purchase Order Processing<Requisitions entry

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## What is vendor sourcing?

Vendor sourcing ties your purchase to a specific contract and quote.

- First, check the Approved Vendor List on the Purchasing Department's Webpage to find specific contract.
  - When requesting a quote ask the vendor to use a specific contract for pricing. If there are multiple contracts ask vendor to give pricing on the contract with the best value.
    - Example: Can I get a quote on XYZ utilizing the pricing on BISD Contract #054-16?
- The contract utilized to obtain the quote, a quote/invoice reference, any needed forms, and any special instructions should be listed here. (Reference the Requisition Quick Reference Guide)
- The information listed with Print on PO is the only thing that is seen by Purchasing when sending PO's out.

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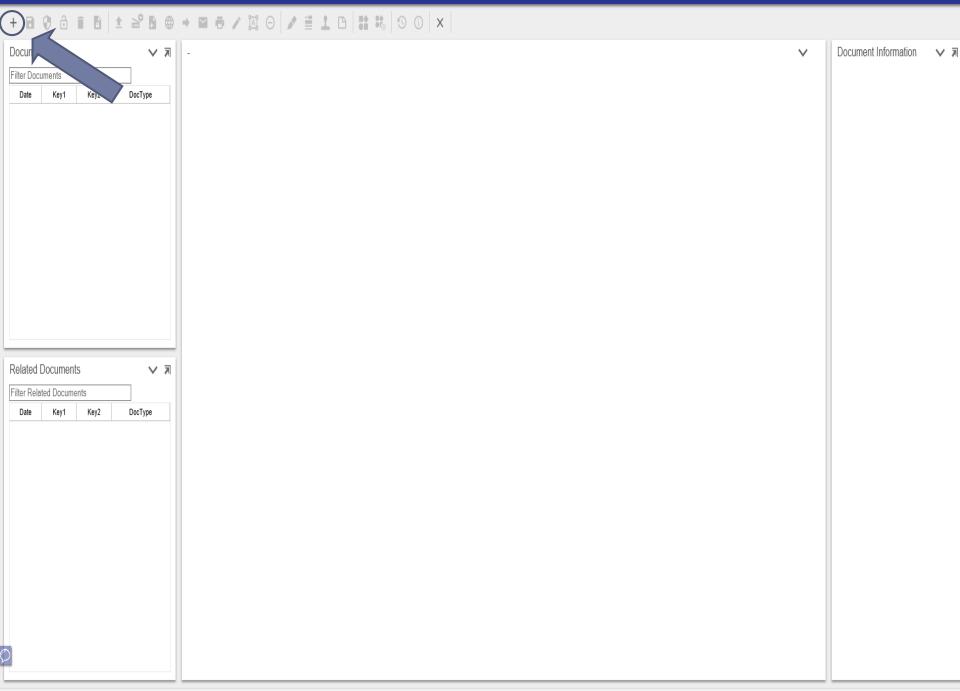
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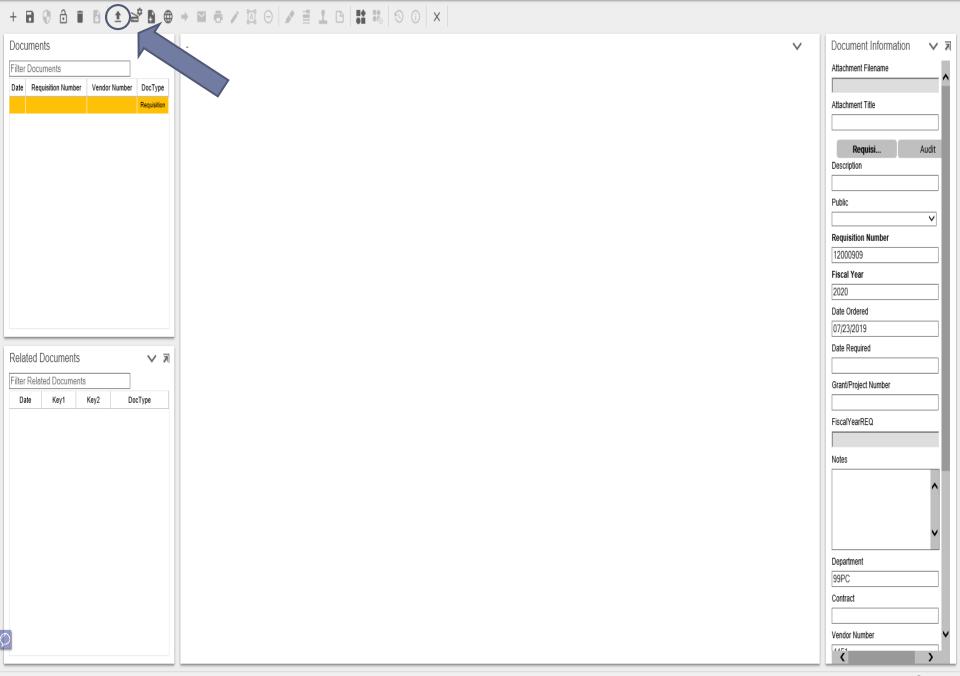
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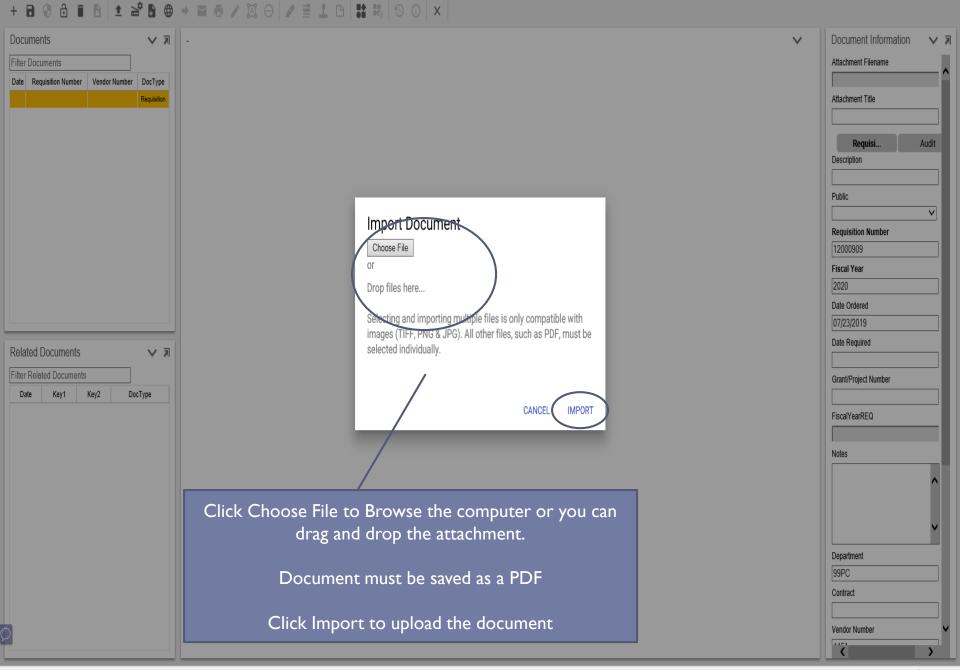


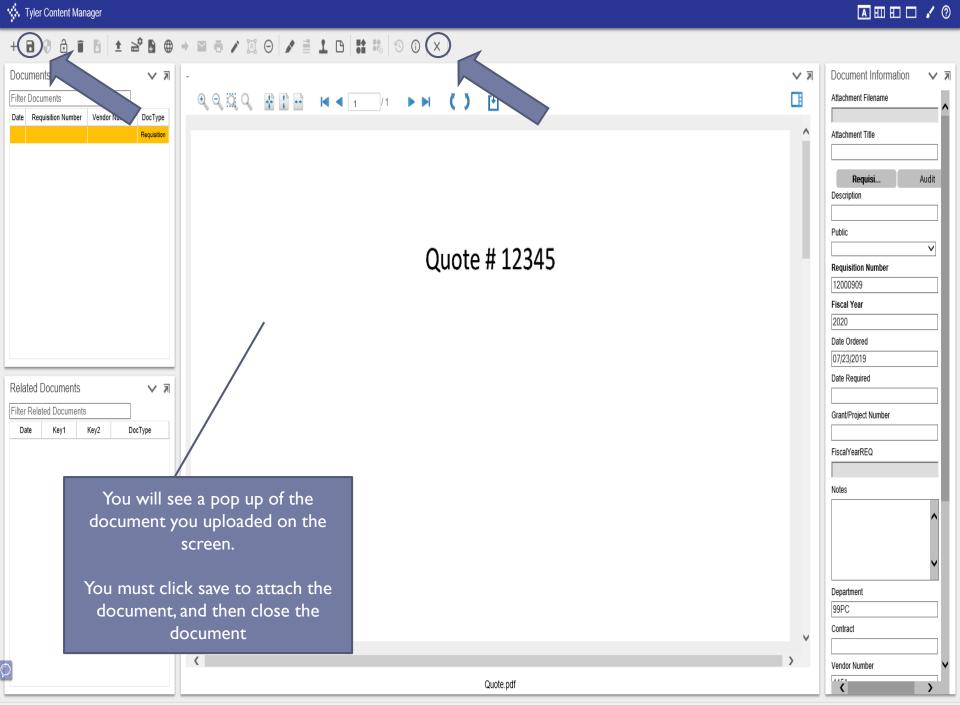
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