

# APISD REQUISITION PROCESS

- 1. In order to purchase an item using school district funds, the vendor must be on the approved vendor list belonging to the district, Educational Service Center, Buy Board, or Texas Building Procurement Commission. APISD'S approved vendor lists are on the APISD website one listed as Fall and one listed as Spring approved vendor list. The others can be looked up on the internet, if interested in checking for yourself, call me and I will tell you how to find them.**

The only exception to this is a sole source vendor, which requires the vendor to complete a notarized affidavit. If I receive a requisition for a vendor who is not approved, I will attempt to get an affidavit completed. If the vendor is not a sole source vendor or the company refuses to complete it, I will return the requisition to the originating campus.

**Only catalogs with a sticker that says "APISD APPROVED VENDOR" should be used to purchase from.**

2. If the vendor is approved, a requisition must be completed. Always make a copy of it before forwarding to me. The information needed on each requisition is as follows:
  - ❖ Campus and person requesting item
  - ❖ Approved vendor name, address, phone, fax number
  - ❖ Item number/description
  - ❖ Item price
  - ❖ Quantity each/box/case
  - ❖ Discount given if any
  - ❖ Total of requisition
  - ❖ Fund account number
  - ❖ Signature of authorizing administrator
3. If you are about to call an approved vendor for service or product, obtain a requisition number from your administrator.
4. When using school activity accounts, it is school policy to use authorized vendors. When proceed money is combined with state allocated money it becomes school district funds.
5. There are company's who are not on our vendor list, but have items our district could benefit from. Please send me the name and address of any company you would like to become our vendor. I will try to get them on our approved list.
6. All items ordered for the school district are to be delivered to the Administration Office at 244 West Harrison Blvd. This helps eliminate billing confusion and allows the vendor to be paid quickly.
- 7. When the order is received here at Central, a copy of the packing slip will be made. I will verify the order from the packing slip. The person who placed the order is responsible for checking items off from the packing slip as soon as you receive the order. If there are any errors, you need to contact me right away and I will call the company for you. I also need to know so that the bill is not paid until the order is complete and correct.**

Questions or comments??

Call Diane Genovese  
Purchasing Coordinator  
Central Office  
758-2957