



Approving Requisition Procedure (PUR-P216)

1.0 SCOPE:

- 1.1 This procedure describes electronic approval of requisitions in the Purchasing Department of the Washoe County School District.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Chief Financial Officer

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Financial Officer
- 3.2 Purchasing Supervisor

(Approval signature on file)

Signature

Date

4.0 DEFINITIONS:

- 4.1 CFO – Chief Financial Officer
- 4.2 PO – Purchase Order

5.0 PROCEDURE:

- 5.1 Program Technician sends requisition to Buyer.
- 5.2 If requisition is under \$5,000 it may be approved.
 - 5.2.1 An information quote from a supplier may be noted in “Bid Number” field on the first screen of the requisition to make certain the correct charges are made on the PO.
- 5.3 If requisition is \$5,000-25,000 buyer must quote items.
 - 5.3.1 Quote number is written in Purchasing bid/quote number book.
 - 5.3.2 Quote form for product (PUR-F236) or service (PUR-F235) is used.
 - 5.3.3 Quote is distributed to suppliers, quotes are received and tabulated.
 - 5.3.4 Quote number is entered in “Bid Number” field on the first screen of the requisition.
 - 5.3.5 Buyer changes requisition pricing to reflect quote award and approves requisition.
- 5.4 If requisition is over \$25,000 buyer must bid items or reference a Joinder Contract number (see Joinder Bid Procedure PUR-P213).
 - 5.4.1 Bid number is written in Purchasing bid/quote number book.
 - 5.4.2 Boilerplate for product (PUR-F232) or service (PUR-F233) is used.
 - 5.4.3 Bid is prepared according to PUR-P301.



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5.4.4 Bids are received, tabulated and awarded.

5.4.5 Bid number is entered in "Bid Number" field on the first screen of the requisition.

5.4.6 Buyer changes requisition pricing to reflect bid award and approves requisition.

5.5 If the product/service is exempt per NRS 332, it is noted in "Bid Number" field on the first screen of the requisition and approval may proceed.

6.0 ASSOCIATED DOCUMENTS

6.1 Request for Quote – Product (PUR-F236)

6.2 Request for Quote – Service (PUR-F235)

6.3 Bid Boilerplate – Product (PUR-F232) – See PUR-P301

6.4 Bid Boilerplate – Service (PUR-F233) – See PUR-P301

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Requisition	Electronic	Electronic	Electronic	Electronic

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
9/29/06	A	Initial Release

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