

REQUISITION FORM

DATE

DEPARTMENT/ PROGRAM NAME

DATE NEEDED

REQUESTOR NAME

TELEPHONE

EMAIL

BUDGET #

APPROVED BY

APPROVAL SIGNATURE

VENDOR NAME

DELIVER TO (ROOM , BUILDING #)

YES NO

BLANKET ORDER:

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AMOUNT OF REQUEST: \$

IF IT'S THE FIRST TIME YOU USE THIS VENDOR, CONTACT BUSINESS SERVICES TO CONFIRM IF VENDOR IS IN THE SYSTEM

FOR NEW VENDORS, PLEASE PROVIDE SUPPLIER INTAKE FORM AND W-9

<http://www.sdmesa.edu/college-services/administrative-services/forms/documents/Supplier%20Intake%20Form.pdf>

<http://www.sdmesa.edu/college-services/administrative-services/forms/documents/fw9.pdf>

FOR ALL PURCHASES

PROVIDE A STATEMENT EXPLAINING THE PURPOSE FOR THE PURCHASE AND HOW IT FOLLOWS THE PLAN/ GOAL OF THE FUNDING

ITEM DESCRIPTION

IF THE QUOTE DOESN'T PROVIDE A NOUN DESCRIPTION OF A SPECIFIC LINE ITEM, PLEASE PROVIDE THE NOUN DESCRIPTION OF THE ITEM IN THE SPACE BELOW

YES NO

SPECIAL EVENT

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IF YES, PLEASE PROVIDE A FLYER, SIGNING SHEET OR AGENDA FOR MEETINGS

SPECIAL HANDLING FOR PAYMENT

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IF YES, PLEASE PROVIDE DATE NEEDED BY

SPECIAL INSTALLATION REQUIREMENTS

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FOR LONG TERM AGREEMENT, PROVIDE THE FOLLOWING

CONSULTANT AGREEMENT

<http://www.sdmesa.edu/college-services/administrative-services/forms/documents/CONSULT%20AGREEMENT.pdf>

EVALUATION OF RELATIONSHIP

<http://www.sdmesa.edu/college-services/administrative-services/business-services/documents/Employer-Employee%20Relationship.pdf>

EVENT FLYER

FOR SHORT TERM AGREEMENT, PROVIDE THE FOLLOWING

LECTURE/WORKSHOP AGREEMENT

<https://www.sdccd.edu/docs/Purchasing/Lecture%20Agreement.pdf>

GUEST LECTURER INVOICE

<http://www.sdmesa.edu/college-services/administrative-services/business-services/documents/Guest%20Lecturer%20Invoice.pdf>

EVENT FLYER

IF THE QUOTE AND/ OR INFORMATION SHEET SUBMITTED ARE INACCURATE OR INCOMPLETE THEY WILL BE RETURNED

*ALL QUOTES MUST BE VALID (ISSUED WITHIN THE LAST 30 DAYS) AND CONTAIN THE FOLLOWING: ITEM DESCRIPTION, COST, QUANTITY, TAX, SHIPPING, PAYMENT TERMS, REMITTANCE ADDRESS, RETURN POLICY AND DOCUMENT CONTROL NUMBER

*PLEASE SUBMIT QUOTES AND REQUISITION FORM VIA EMAIL, CAMPUS MAIL OR HAND DELIVER TO BUSINESS OFFICE A-102

*IF ITEMS WERE PURCHASED WITHOUT A REQUISITION, PLEASE PROVIDE JUSTIFICATION MEMO ALONG WITH THE INVOICE

<http://www.sdmesa.edu/college-services/administrative-services/forms/documents/Justification%20Memo-Confirmations-Master.pdf>