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REQUISITION / EXPENDITURE REQUEST

KANE SCHOOL DISTRICT

Proper Approval is Required on all Requisitions (Before) Placing the Order

Requestor:		Payee:		
School:		Address:		
Account Name:		Account No.		
Payment by <input type="checkbox"/> District Account or <input type="checkbox"/> School Account		Payment Type: <input type="checkbox"/> Check <input type="checkbox"/> PO or <input type="checkbox"/> Credit Card		
Quantity	Description - Stock Number	Unit Price	Shipping & Handling	Total Price
Requestor Signature: _____		Date: _____		Total _____

Approved by:

 Program Director (if CTE or Computer Technology Budget) (Required for A,B,C, &D) **(Only required for District Budgets)**

Date: _____

 Principal (Required for A,B,C & D)

Date: _____

 Business Admin or Superintendent (Required for C & D)

Date: _____

Kane County School District Purchase/Payment Procedures for Small Purchases (CBE) - See Website

<http://www.kane.k12.ut.us/docs/Policies/Policy%20C-2013/CBE%20Small%20Purchases.pdf>

A. \$1000 or less (CBE Policy Level 1)

- Select best source, no bids are needed
- Requestor's Signature
- Signature of Principal & Program Director, if CTE or Computer Technology

B. \$1000 - \$5000 (CBE Policy Level 2)

- Minimum of two (2) competitive quotes (verbal, email, or written)
- Purchase from the supplier offering the lowest quote and meeting the specifications
- Quote Documentation must be attached to requisition form and maintained as District Records
- Requestor's Signature
- Signature of Principal & Program Director, if CTE or Computer Technology

C. \$5000 - \$10,000 (CBE Policy Level 3)

- Minimum of three (3) competitive **written** quotes
- Purchase from the supplier offering the lowest quote, meeting the specifications
- Quote Documentation must be attached to requisition form and maintained as District Records
- Requestor's Signature
- Signature of Principal & Program Director, if CTE or Computer Technology
- Signature of Business Administrator

D. \$10,000 - \$50,000 (CBE Policy Level 4)

- Consult with Business Manager on all purchases. **These Orders must be placed by the District Office**
- Minimum of three (3) competitive **written** quotes & **may require advertising & formal bidding**
- Quote Documentation must be attached to requisition form and maintained as District Records
- Requestor's Signature
- Signature of Principal & Program Director, if CTE or Computer Technology
- Signature of Business Administrator

Items Have Been Received & Checked by: _____ Date _____

