REQUISITION CHECKLIST

Vendor _____

ITEM _____ Amount $_____

_____ Verify Vendor Set-up   Vendor #___ _____

_____ Ship to Address: _____

_____ Contract/Agreement Y / N

_____ Send Contract/Agreement with Transmittal to contracts@hayscisd.net

_____ Check for Bid #_____

_____ Check for Cooperative #_____

_____ Verify Funds

_____ Budget Transfer

        from:_____

         to:_____

_____ Create Requisiton_____   Project__ Traditional__

        Notify Approvers _____

_____ Receive the Frontline email with PO number

_____ Download/Print PO#_____

        Send PO to vendor/requestor _____

_____ Receive Product/Service

_____ Packing Slip_____

_____ Invoice

_____ Receive in Frontline

_____ email Accounts Payable at Accounts.Payable@hayscisd.net

        let AP know that you have received in FL and attach the invoice to email and...

        on the subject line include PO# and Vendor Name

        include on your email if you are ready to Close PO or Keep it open

Budget   _____

Budget   _____