

REQUISITIONS & BACKUP

1. SUPPLIES AND EQUIPMENT

- A. Co-op name or proposal name
- B. Bid or proposal #
- C. Expiration date of bid or proposal.
- D. Vendor quote #.
- E. Quantity, unit, description (detailed), list price, discount amount, and net price must match back up prices.
- F. Freight must be included. If no freight is on quote then indicate on requisition NO FREIGHT AS PER QUOTE #.
- G. Backup must have vendor information: Name, address, city, state, contact person's name, and phone number.
- H. Backup must have quantities, unit, description, and prices for each item.
- I. Backup must have expiration date of quote, quote #.
- J. Backup must have a copy of the page of the coop or proposal showing proof that the vendor being used is approved for that category

2. CONSULTANTS

- A. Starting date and ending date of consultant services
- B. Where services will take place.
- C. Description of the services being provided.
- D. Who will be attending.
- E. Itemize the services according to how the district will be paying the consultant. If contract shows expenses separate from fee then the requisition must be an itemized requisition with each estimated expense having its own line on the requisition.
- F. Backup must include a contract signed by both parties, cost, place, time, dates.
- G. Backup must have approval from C&I for curriculum (if required by C&I)
- H. Backup must have approval of personnel on fingerprinting when students are involved. (Letter is required either way).

3. MEETINGS

- A. Due to the fact prices for groceries and general merchandise from H.E.B., Wal-Mart, Sam's are always changing the district will allow the requisition be a blanket purchase order.
- B. Bid or proposal #.
- C. Name of the proposal #
- D. Expiration date of proposal #.
- E. Date and time span of the meeting being held.
- F. Purpose of meeting
- G. Number and of participants
- H. Where the meeting is taking place.
- I. List of items being purchased.
- J. Agenda of meeting is needed.

4. TRAVEL

A. Hotel

1. Who is going
2. What the trip is for (Conference full name)
3. Where the trip is (City & State)
4. When the trip is (Date & Time)
5. Confirmation #
6. Check in & out dates
7. Type of room
8. How many per room.

B. Registration

1. Who is going
2. What the trip is for (Conference full name)
3. Where the trip is (City & State)
4. When the trip is (Date & Time)
5. Separate lines for each fee. (pre-conference, conference, meal event, Etc.)

C. Reimbursement

1. Who is going
2. What the trip is for (Conference full name)
3. Where the trip is (City & State)
4. When the trip is (Date & Time)
5. Date & time of departure and arrival from Weslaco
6. Separate line for each item being reimbursed. (line for breakfast, line for lunch, etc.)

D. Transportation

1. Car Rental
 - a. WISD vendor number 170946
 - b. Account # TXS1083
 - c. State of Texas ID-S1083 (This must be entered on the first line)
 - d. State of Texas TPASS CO-OP # 975-14 (This must be entered on the second line)
 - e. Reservation # (This must be entered on the third line)
 - f. Name of person(s) traveling
 - g. Name of conference
 - h. Where conference is being held
 - i. Dates of conference
 - j. Location vehicle is being picked up
 - k. Pick up date and time
 - l. Drop off date and time
 - m. How many vehicle, type of vehicle, and price
 - n. Separate line for each item being charged

2. Airfare
 - a. Name of person(s) traveling
 - b. Name of conference
 - c. Where conference is being held
 - d. Dates of conference
 - e. Date of departure
 - f. Date of arrival
 - g. Separate lines for each item. (line for cost, line for processing fee)
3. Charter Buses
 - a. Name of person(s) traveling
 - b. Name of conference
 - c. Where conference is being held
 - d. Dates of conference
 - e. Date of departure
 - f. Date of arrival
 - g. Separate lines for each item (cost of bus(s), deposit)

E. BACK UP FOR TRAVEL REQUISITIONS

1. Signed travel voucher (all travel requisitions)
2. Agenda (all travel requisitions)
3. Hotel quote (all travel requisitions)
4. Car rental quote (all travel requisitions)
5. Airfare quote (all travel requisitions)
6. Charter bus quote (all travel requisitions)
7. Proof of insurance (Charter Buses)
8. Bank or Credit card statement and original receipt (reimbursement requisition when paying with check or credit card for hotel, airfare, car rental, luggage or other expenses)
9. Original receipts (reimbursement requisition when paying cash for expenses)