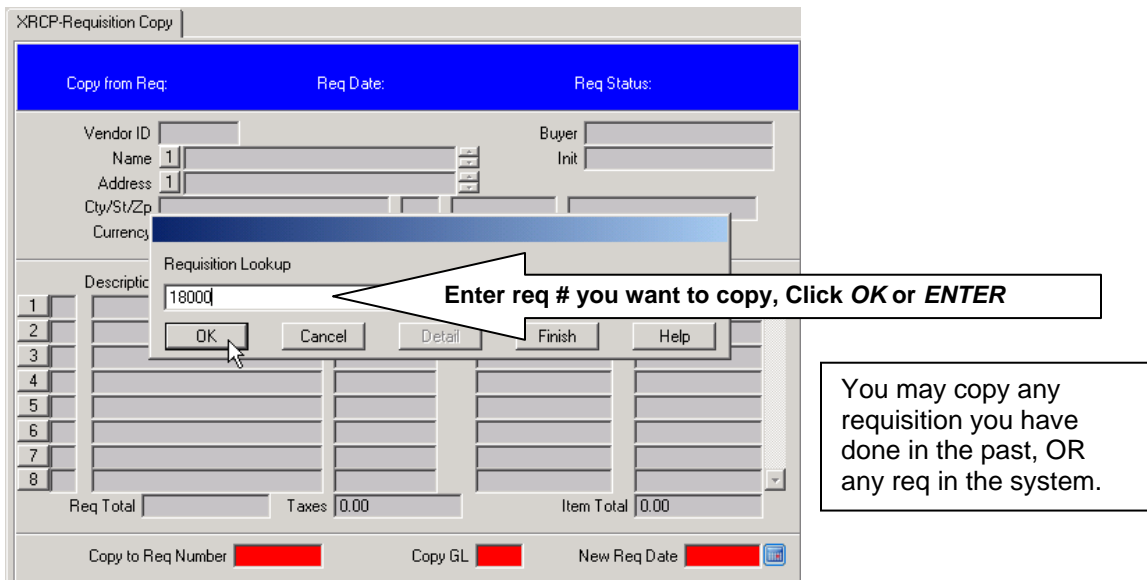
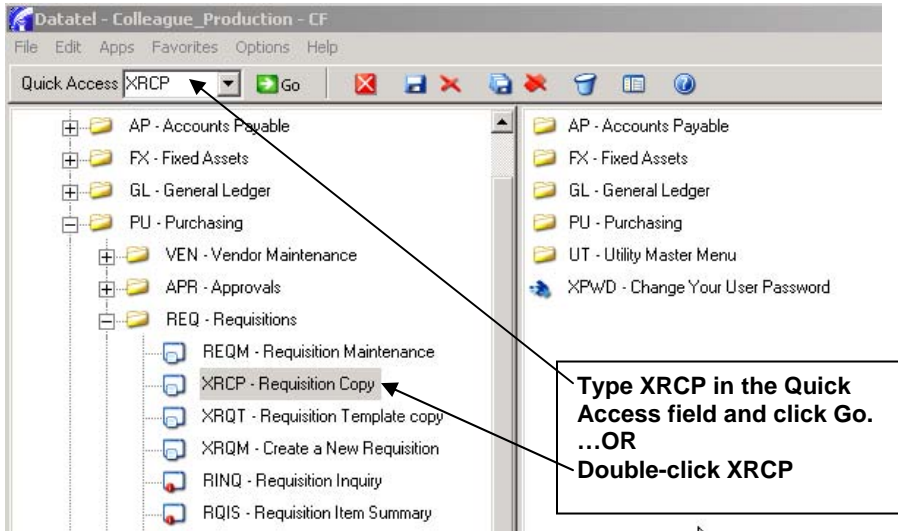


XRCP – COPY A PURCHASE REQUISITION

This copy process is a three-step process.

- 1) Determine the requisition number you will copy (*RINQ*). However, if you choose to copy a template, follow the instructions starting on page 4-3, *XRQT – Copy a Template*.
- 2) Copy the old requisition to a new requisition, saving it, getting a new requisition number (*XRCP*)
- 3) Updating and revising the new requisition. (*XRQM / wfREQM*)



XRCP – Requisition Copy screen

There are now three (3) mandatory/required (red) fields, which should be completed as follows:

1. Copy to Req Number: Click in this field, an Alert popup window will open, click OK and the field will auto-populate with the word NEW.
2. Copy GL: This field (in the middle) will default to Y (Yes). Select one of two options:
 - a. Leave it a “Y” if you want the GL account(s) to be copied into the line item(s) of the new requisition, or
 - b. Change it to a “N” (No), if you do **NOT** want any of the GL accounts to be copied.
3. New Req Date: Click on the blue calendar icon next to the field, it should default to the current date, and press Enter, or you may enter the date in the six digit form of mm/dd/yy.

Then **SAVE** and **UPDATE**

*For new fiscal year Blanket Purchase Orders, enter 07/01/yy.

Select **Cancel** or **Finish**.

From the **Main Menu**, enter **XRQM** in the Quick Access field and click **Go**. Enter the **new Req Number** (or enter the “@” symbol) and **OK**. **Revise** the information in the requisition as needed.

Save & Update.

XRQT – COPY A TEMPLATE

Users are encouraged to use the following standardized templates. Details of each template are provided at the end of this section, (starting on page 4-6).

| <u>TITLE</u> | <u>DESCRIPTION</u> |
|--------------|--|
| ADVERT | Advertising |
| CELL | Cell Phone Air Time |
| CITYSUB | New/Renew City Subscriptions |
| COED | New/Renew CE Subscriptions |
| COMPUTE | Microcomputer / Monitor |
| CONSTRU | Construction |
| CONSULT | Consultant's Agreement |
| COPIER | Maintenance of Copiers |
| FOOD | Deliver & Resale of Food |
| HAZARD | Hazardous Material |
| HVAC | HVAC (Heat, Vent, A/C) |
| MESASUB | New/Renew Mesa Subscriptions |
| MIRASUB | New/Renew Miramar Subscriptions |
| MSUPPLY | Misc Office Supplies |
| PAGER | Rental of Display Pagers |
| PEST | Pest Control Supplies |
| RENTAL | Rental of facilities/space |
| SERVICE | Maint/Repair |
| SUPPLY | Supplies – specific (e.g., electrical, plumbing, etc.) |

Six Simple Steps! (see pages 4-4 and 4-5)

1. Navigate to XRQT
2. Select appropriate template
3. Copy template by completing the red-colored fields on the XRCP screen
4. Obtain system-generated requisition number
5. Use XRQM to make revisions
6. Launch requisition through approval process (Requisition Done field = Y)

1. Navigate to XRQT

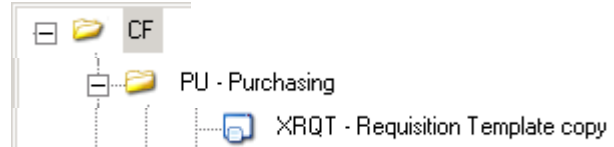
There are 2 ways to navigate to XRQT (Screen Prints 3 & 4):

- Enter XRQT in the Quick Access field and click Go (Screen Print 1).
- OR
- Double-click: PU-Purchasing; REQ-Requisitions; XRQT-Requisition Template copy (Screen Print 2).

Screen Print 1

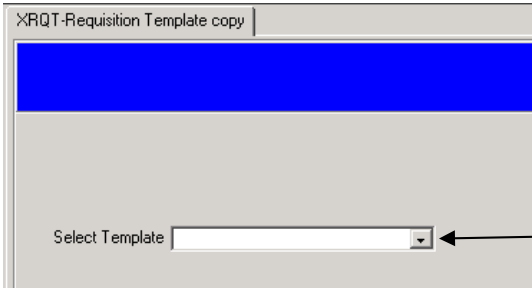


Screen Print 2



2. Select appropriate template

Screen Print 3



Select one of the following two options:

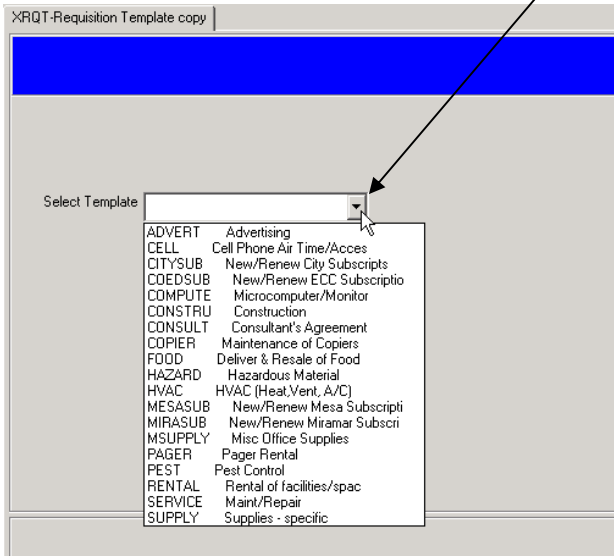
1. Click the down arrow (drop-down menu) for the list of templates (Screen Print 4). Highlight/select one template and click Update.

OR

2. Key in the title of the template in the field (e.g., CONSTRU, CELL). Click Enter or Save, & Update.

For text details and correct formatting style related to each template, see pages starting on page 4-6.

Screen Print 4



3. Copy template by completing the red-colored fields on the XRCP screen

After selecting the appropriate template on the XRQT screen, the XRCP-Requisition Copy screen opens in front, which will look similar to [Screen Print 5](#). The description will only display the first 24 characters of each line item on this screen.

Screen Print 5

Complete the red-colored fields by following ALL the instructions on page 4-2 in the XRCP – Requisition Copy screen section.

4. Obtain system-generated requisition number

After Saving & Updating, the system will generate and display a New Req Number ([see Screen Print 6](#)). Make a note of this number, because you will be making revisions to it in the next step using XRQM. Click OK and the system will return to the main menu.

Screen Print 6

5. Use XRQM to make revisions

Enter XRQM in the Quick Access box and click GO. Enter the new requisition number provided in Step 4 ([Screen Print 6](#)). Change the Initiator field to YOUR name (login). Make all necessary revisions (e.g., price, expiration dates, contact person(s), GL account etc.) in the line item(s) by detailing down on the blue icon. See Section 3 for reference in completing a requisition.

6. Launch requisition through approval process (Requisition Done field = Y)

In the Requisition Done field, change the No (N) to a Yes (Y). This action launches (sends) the requisition forward via Workflow's Automated Requisition Approval Process.



TEMPLATES

The following templates are set up in Colleague for use in creating Purchase Requisitions. They can be accessed by using XRQT (See pages 4-3 through 4-5)

Once copied, any part of these descriptions can be changed; feel free to select the template that closely resembles what you need.

ADVERT - (Commodity 915)

*** BLANKET ORDER ***

FOR THE PURCHASE OF ADVERTISING for site/program/event

EFFECTIVE DATES: from 7/1/## TO 6/30/##

AUTHORIZED PERSON(S): names and phone numbers

PRICED DELIVERY SLIP TO BE PROVIDED AT TIME OF DELIVERY. MONTHLY STATEMENT AND ORIGINAL INVOICES TO BE SENT TO ACCOUNTS PAYABLE AT THE ABOVE ADDRESS.

NOTE TO VENDOR PURCHASE OF EQUIPMENT IS NOT AUTHORIZED UNDER THIS BLANKET ORDER. NO CHANGES ARE ALLOWED WITHOUT PRIOR WRITTEN AUTHORIZATION OF THE PURCHASING DEPARTMENT.

NOT TO EXCEED PO TOTAL.

SUPERCEDES & CANCELS PO B#####

CELL - (Commodity 725)

BLANKET ORDER

FOR CELLULAR TELEPHONE AIR TIME AND ACCESS FEES FOR campus & dept.

FROM 7/1/## TO 6/30/##

PHONE:NO(S):
ACCOUNT NO(S):

CONTACT PERSON: name & phone number

MONTHLY INVOICES TO BE SENT TO ACCOUNTS PAYABLE AT THE ABOVE ADDRESS. ALL INVOICES TO REFLECT CURRENT DISTRICT PURCHASE ORDER NUMBER.

NOTICE TO VENDOR PURCHASE OF EQUIPMENT IS NOT AUTHORIZED UNDER THIS BLANKET ORDER. NO CHANGES ARE ALLOWED WITHOUT PRIOR WRITTEN AUTHORIZATION OF THE DISTRICT PURCHASING DEPARTMENT.

SUPERCEDES AND CANCELS PO B#####.

CITYSUB – (Commodity 715)

This template can also be used for memberships. Delete “NEW” or “RENEW.” If this is a renewal an **Account number is mandatory.** Remember subscriptions cannot be sent to an individual by name, but must be sent to them by their title (see Section 2-3).

NEW/RENEW SUBSCRIPTION
TO (name of magazine) FOR SAN DIEGO COMMUNITY COLLEGE DISTRICT - CITY COLLEGE - dept.

ACCOUNT #

EFFECTIVE DATES: ####/## TO ####/##

LABEL TO READ:
SAN DIEGO CITY COLLEGE dept/room #
1313 PARK BLVD
SAN DIEGO CA 92101

CONTACT PERSON:
PHONE # (OR) EMAIL:

SUPERCEDES & CANCELS PO P#####

COEDSUB – (Commodity 715)

This template can also be used for memberships. Delete “NEW” or “RENEW.” If this is a renewal an **Account number is mandatory.** Remember subscriptions cannot be sent to an individual by name, but must be sent to them by their title (see Section 2-3).

NEW/RENEW SUBSCRIPTION TO name of magazine FOR SAN DIEGO COMMUNITY COLLEGE DISTRICT - (site name)

ACCOUNT #

EFFECTIVE DATES: ####/## TO ####/##

LABEL TO:
name of site
dept/rm #
address
SAN DIEGO CA 921## contact person-
phone and/or email:

SUPERCEDES & CANCELS PO P#####

COMPUTE (Commodities 204C, 204M, and 204)

MICROCOMPUTER SYSTEM (*This template may change annually depending upon current contract.*) This sample requisition template includes three items, the CPU, the monitor, and the waste fee. You can delete any of the items once you have copied the requisition; make your revisions via the XRQM / wfREQM screen.

Line Item 1 – (204C)

MICROCOMPUTER, DESKTOP, SDCCD DQ35JO BASE SYSTEM MATX BLACK @\$604 TO INCLUDE:
CASE, INWIN V564T MATX ROHS 350WPS/HD FRNT AUD; MOTHERBOARD, INTEL DQ35JO 1333MHZ
A/V/GBE VPRO MATX; CPU,INTEL CORE 2 DUO E6550 2.33GHZ/4MB/1333; MEMORY,DDR2 1GB
800MHZ; HARD DRIVE,WESTERNND 160GB SATA II 720/16MB#WD1600YS; DVD/RW+CDRW,SONY SATA
BLK OEM#AD-7190SB; SOFTWARE,WINDVD OEM; SOFTWARE,ROXIO EZ MEDIA CREATR BASIC-OEM;
OPERATING SYSTEM, MICROSOFT WIN XP HOME SYSTEM BUILDER; BASIC SYSTEM
CONFIGURATION; 4 YEAR ONSITE WARRANTY; SYSTEM SERIAL NUMBERS; MOUSE, MICROSOFT
BLACK OEM#S82-0032-KB@\$15; SPEAKERS,ALTEC LANSING SYSTEM 2 PC BLACK#VS2420 @\$12.

Line Item 2 – (204M)

MONITOR, 17" VIEWSONIC 8 MS W/SPEAKERS BLACK, #6 730M @\$720;
(REMOVE IF NOT NEEDED/WANTED)

Line Item 3 – (204)

CALIF EWASTE FEE OF \$8.
(NOT TAXABLE)

CONSTRU (Commodity 906)

THE SAN DIEGO COMMUNITY COLLEGE DISTRICT'S CONTRACT IS INCORPORATED BY REFERENCE AS TO ALL ITEMS AND CONDITIONS WITHIN THIS CONSTRUCTION BLANKET PURCHASE ORDER INCLUDING:

(insert) CONTRACT NUMBER (insert) CONTRACT START AND TERMINATION DATE.

(specify terms: N5, N10, N15, N30)

(define) PAYMENT TERMS AS EITHER STATED WITHIN THE CONTRACT OR THOSE AGREED TO AMONGST PARTIES. (specify/list) BENCHMARK/MILESTONE PAYMENTS, (include dates and amounts), IF APPROPRIATE. (describe/define) ALL INSTALLATION REQUIREMENTS, NORMAL HOURS OF OPERATION, POINTS OF CONTACT, INSURANCE AND CERTIFICATION REQUIREMENTS AS NEEDED. (define) THOSE SDCCD PERSONNEL WHO ARE AUTHORIZED TO MAKE PURCHASES AGAINST THIS BPO.

PAYMENTS VIA THIS PURCHASE ORDER ARE TO BE MADE ACCORDING TO ALL CONTRACT TERMS AND CONDITIONS AS INCORPORATED HEREIN. PURCHASE OF GOODS, ITEMS, PRODUCTS AND SERVICES MAY NOT BE WITHIN THE SCOPE OF THE ABOVE REFERENCED CONTRACT.

INVOICES ARE TO BE SENT DIRECTLY TO THE VICE CHANCELLOR OF FACILITIES. ALL INVOICES ARE TO REFLECT CORRECT DISTRICT PURCHASE ORDER NUMBER.

CONSULT - (Commodity 918)

This is the format for all consultant services. The important information is what services you are contracting for, what is the time period, and who is the District point of contact. A District approved consultant agreement and "Evaluation of Employer/Employee Relationship" form must be completed for each consultant, and signed off by the Department or Program Chair. Also required is a W-9 (if they are a new vendor) form completed by the consultant. The District authorized signatory for consultant contract is the Director of Purchasing and Contract Services. When the requisition and all forms are received in Purchasing, the Purchasing Director will sign the consultant agreement. Remember to attach a REQUISITION sheet to the consultant agreement when it is forwarded to Purchasing.

*** BLANKET ORDER ***

PROFESSIONAL SERVICES TO (describe services for site/dept/program)
(DO NOT USE FOR PREVIOUSLY RENDERED SERVICES)

EFFECTIVE DATES: (beginning & end dates) (MUST OCCUR AFTER INPUT DATE)

CONTACT PERSON: (name, phone, title)

SCOPE OF WORK ATTACHED-YES__NO__ CONSULTANT AGREEMENT ATTACHED YES__NO__
EMPLOYER / EMPLOYEE FORM COMPLETED YES__NO__
W-9 ATTACHED YES__NO__

INVOICES AND MONTHLY STATEMENTS TO ACCOUNTS PAYABLE AT THE ABOVE ADDRESS.

NOT TO EXCEED PO TOTAL WITHOUT PRIOR WRITTEN AUTHORIZATION OF DISTRICT PURCHASING.

COPIER – (Commodity 700)

BLANKET ORDER
FOR THE MAINTENANCE OF COPIER S/N provide
MAKE: provide MODEL: provide

CONTRACT NO. provide

FROM 7/1/## TO 6/30/##

LOCATION: campus, dept, & room number

CONTACT PERSON: name and phone number

COST PER COPY \$xxx BASED ON xxxxxx ESTIMATED NUMBER OF COPIES.

MAINTENANCE INCLUDES: DRUMS, HEAT ROLLERS, PARTS, AD HOC SERVICE, LABOR & PREVENTATIVE MAINTENANCE. BILLING TO BE DONE ON A QUARTERLY BASIS IN ARREARS. QUARTERLY STATEMENTS AND INVOICES TO BE SENT TO ACCOUNTS PAYABLE AT THE ABOVE ADDRESS.

NOTICE TO VENDOR PURCHASE OF ANY COPIER, EQUIPMENT, ACCESSORIES, OR SUPPLIES IS NOT AUTHORIZED UNDER THIS BLANKET ORDER. NO CHANGES ARE ALLOWED WITHOUT PRIOR WRITTEN AUTHORIZATION OF THE DISTRICT PURCHASING DEPT.

SUPERCEDES AND CANCELS PO B#####

FOOD (Commodity 390)

BLANKET ORDER
FOR THE DELIVERY AND RESALE OF FOOD AT THE DISTRICT FOOD SERVICE SITE(S) LISTED BELOW

CONTRACT PERIOD: 7/1/## - 6/30/##

INVOICING: RESALE FOOD PURCHASE MUST BE ON SEPARATE INVOICE FROM RESALE SUPPLY PURCHASES. ALL INVOICES TO REFLECT CURRENT PURCHASE ORDER NUMBER.

RESALE PERMIT NO: SX FH 98-042663

INVOICE TO BE PROVIDED AT TIME OF DELIVERY TO SITE. MONTHLY STATEMENT TO BE SENT TO ACCOUNTS PAYABLE AT THE DISTRICT ADDRESS NOTED ABOVE.

PAYMENT TERMS: DISTRICT PAYMENT OCCURS UPON RECEIPT OF VENDOR'S MONTHLY STATEMENT.

SITE: site COLLEGE FOOD SERVICE
address
SAN DIEGO, CA 921##

CONTACT PERSON: name 619-388-####

SUPERCEDES & CANCELS PO B#####

HAZARD – (Commodity 926)

BLANKET ORDER

PROVIDE ALL LABOR, TOOLS, AND MATERIAL NECESSARY TO PACKAGE, PROFILE, LABEL, TRANSPORT, AND DISPOSE OF HAZARDOUS WASTE IN ACCORDANCE WITH ALL FEDERAL, STATE, AND LOCAL LAWS AND REGULATIONS.

BID 04-03 IS INCORPORATED HEREIN AND MADE A PART HEREIN BY THIS REFERENCE. CONTRACT SHALL PROVIDE MANIFESTS, RECYCLE CERTIFICATES AND SAFE TRANSPORTATION DOCUMENTS.

CONTRACTOR SHALL BEAR ALL RESPONSIBILITY FOR CLEAN UP COST DUE TO SPILLAGE/LEAKAGE DURING THE PERFORMANCE OF WORK UNDER THIS CONTRACT.

PERIOD OF PERFORMANCE: ####/## TO ####/##

SITE/CONTACT PERSONS:

CITY COLLEGE - name and
phone number

MESA COLLEGE - name and
phone number

MIRAMAR COLLEGE - name
and phone number

MAINTENANCE/DSC - name
and phone number

INVOICES AND MONTHLY STATEMENTS TO BE SENT TO ACCOUNTS PAYABLE AT THE ABOVE ADDRESS. PRIOR TO PAYMENT, ALL INVOICES WILL BE APPROVED BY DARRELL ROGERS AT THE DISTRICT SERVICE CENTER.

NOT TO EXCEED PO TOTAL WITHOUT PRIOR WRITTEN APPROVAL OF DISTRICT PURCHASING.

SUPERCEDES AND CANCELS PO B#####

HVAC – (Commodity 031)

BLANKET ORDER

FOR THE PURCHASE OF HVAC/ELECTRICAL SUPPLIES FOR THE DISTRICT FACILITIES SERVICES DEPARTMENT

FROM 7/1/## TO 6/30/##

AUTHORIZED PERSONS: PAUL PRIESER OR DARRELL ROGERS 619-388-6432

PRICED DELIVERY SLIP TO BE PROVIDED AT TIME OF PICKUP/DELIVERY. MONTHLY STATEMENTS AND ORIGINAL INVOICES TO BE SENT TO ACCOUNTS PAYABLE AT THE ABOVE ADDRESS.

NOTICE TO VENDOR PURCHASE OF EQUIPMENT IS NOT AUTHORIZED UNDER THIS BLANKET ORDER. NO CHANGES ARE ALLOWED WITHOUT PRIOR WRITTEN AUTHORIZATION OF THE DISTRICT PURCHASING DEPARTMENT.

SUPERCEDES AND CANCELS PO B#####

MESASUB - (Commodity 715)

This template can also be used for memberships. Delete “NEW” or “RENEW.” If this is a renewal an **Account number is mandatory**. Remember subscriptions cannot be sent to an individual by name, but must be sent to them by their title (see Section 2-3).

NEW/RENEW SUBSCRIPTION TO name of magazine FOR SAN DIEGO COMMUNITY COLLEGE DISTRICT - site/dept.

ACCOUNT #

EFFECTIVE ####/## TO ####/##

LABEL TO:
SAN DIEGO MESA COLLEGE
dept/room #
7250 MESA COLLEGE DR
SAN DIEGO CA 92111-4998

CONTACT PERSON:
PHONE (OR) EMAIL:

SUPERCEDES & CANCELS PO P#####.

MIRASUB - (Commodity 715)

This template can also be used for memberships. Delete “NEW” or “RENEW.” If this is a renewal an **Account number is mandatory**. Remember subscriptions cannot be sent to an individual by name, but must be sent to them by their title (see Section 2-3).

NEW/RENEW SUBSCRIPTION TO name of magazine FOR SAN DIEGO COMMUNITY COLLEGE DISTRICT – MIRAMAR COLLEGE - dept.

ACCOUNT #

EFFECTIVE ####/## TO ####/##

LABEL TO:
SAN DIEGO MIRAMAR COLLEGE
dept/room #
10440 BLACK MOUNTAIN RD
SAN DIEGO CA 92126-2999

CONTACT PERSON:
PHONE (OR) EMAIL:

MSUPPLY - (Commodity 615)

***BLANKET ORDER ***
FOR THE PURCHASE OF MISCELLANEOUS OFFICE SUPPLIES FOR site and dept.

FROM: 7/1/## - 6/30/##

AUTHORIZED PERSON(S): name and phone number

DELIVER TO:
name of site
dept/room #
address
city etc

PRICED DELIVERY SLIP TO BE PROVIDED AT TIME OF DELIVERY/PICKUP. MONTHLY STATEMENT AND ORIGINAL INVOICES TO BE SENT TO ACCOUNTS PAYABLE AT THE ABOVE ADDRESS.

NOTICT TO VENDOR PURCHASE OF EQUIPMENT IS NOT AUTHORIZED UNDER THIS BLANKET PURCHASE ORDER. NO CHANGES ARE ALLOWED WITHOUT PRIOR WRITTEN AUTHORIZATION OF THE DISTRICT PURCHASING DEPARTMENT.

NOT TO EXCEED PO TOTAL WITHOUT PRIOR WRITTEN AUTHORIZATION FROM DISTRICT PURCHASING.

SUPERCEDES AND CANCELS PO B#####

PAGER - (Commodity 725)

BLANKET ORDER
RENTAL OF DISPLAY PAGERS FOR campus & dept.

ACCOUNT NO. xxxxxxxx

RATE: \$xxx/PAGER

PERIOD: 7/1/## TO 6/30/##

CONTACT PERSON: name and phone number

PAGER TELEPHONE NUMBERS: provide numbers

MONTHLY STATEMENT AND ORIGINAL INVOICES TO BE SENT TO ACCOUNTS PAYABLE AT THE ABOVE ADDRESS.
ALL INVOICES TO REFLECT CURRENT DISTRICT PURCHASING ORDER NUMBER.

NOTICE TO VENDOR PURCHASE OF EQUIPMENT IS NOT AUTHORIZED UNDER THIS BLANKET ORDER. NO CHANGES ARE ALLOWED WITHOUT PRIOR WRITTEN AUTHORIZATION OF THE DISTRICT PURCHASING DEPARTMENT.

NOT TO EXCEED PO TOTAL WITHOUT PRIOR WRITTEN AUTHORIZATION OF DISTRICT PURCHASING.

SUPERCEDES AND CANCELS PO B#####

PEST - (Commodity 926)

BLANKET ORDER

SUPPLY ALL MATERIALS NECESSARY TO PROVIDE MONTHLY PEST CONTROL SPRAYING

LOCATION: campus & site

EFFECTIVE 7/1/## TO 6/30/##

CONTACT PERSON: name & phone number

SPRAYING SHALL BE COORDINATED WITH MONTHLY SPRAYING OF THE CAFETERIA.

ACCOUNT # xxxxxx
MONTHLY COST \$xxxxx

DELIVERY SLIP TO BE PROVIDED AT TIME OF SERVICE. MONTHLY STATEMENT AND ORIGINAL INVOICES TO BE SENT TO ACCOUNTS PAYABLE AT THE ABOVE ADDRESS.

NOT TO EXCEED PO TOTAL WITHOUT PRIOR WRITTEN AUTHORIZATION OF DISTRICT PURCHASING.

SUPERCEDES AND CANCELS PO B#####.

RENTAL - (Commodity 971)

RENTAL OF facility/space FOR campus and department

LOCATION: of rental space

TIME PERIOD: 7/1/## TO 6/30/##

CONTACT: person and phone number

INTERNAL USE ONLY:
BOARD APPROVE date
AGENDA ITEM: xxxx

INVOICES TO BE SENT TO ACCOUNTS PAYABLE AT THE ABOVE ADDRESS AND SHOULD REFLECT THE CURRENT PURCHASE ORDER NUMBER.

NOT TO EXCEED PO TOTAL WITHOUT PRIOR WRITTEN AUTHORIZATION OF DISTRICT PURCHASING

SUPERCEDES AND CANCELS PO B#####

SERVICE - (Commodity 936)

BLANKET ORDER

ALL LABOR AND MATERIALS TO MAINTAIN AND/OR
REPAIR name of equipment/ item/place and location

FROM 7/1/## TO 6/30/##

VENDOR TO RESPOND TO SERVICE REQUESTS WITHIN A REASONABLE TIME, BUT NO MORE THAN
24 HOURS AFTER RECEIPT OF CALL.
IF DISTRICT EQUIPMENT MUST BE REMOVED TO VENDOR'S PLACE OF BUSINESS, VENDOR AGREES
TO COMPLETE REPAIRS WITHIN A REASONABLE TIME, SUBJECT TO DISTRICT NEEDS, BUT
GENERALLY WITHIN FIVE WORKING DAYS.

PERSONS AUTHORIZED

TO PLACE SERVICE CALLS: name(s) and phone no(s) use right click and insert if needed.

PRICED SERVICE REPORT TO BE PROVIDED AT TIME OF SERVICE CALL. MONTHLY STATEMENT AND
ORIGINAL INVOICES TO BE SENT TO ACCOUNTS PAYABLE AT THE ABOVE ADDRESS.

NOTICE TO VENDOR

PURCHASE OF EQUIPMENT
IS NOT AUTHORIZED UNDER THIS BLANKET ORDER. NO CHANGES ARE ALLOWED WITHOUT PRIOR
WRITTEN AUTHORIZATION OF THE DISTRICT PURCHASING DEPARTMENT.

SUPERSEDES AND CANCELS

PO B#####

SUPPLY - (Note – Use Appropriate Commodity Code* – Change from 095 – Cosmetology)

*Select from Section 7)

BLANKET ORDER

FOR THE PURCHASE OF name a type of supply FOR site and department.

FROM 7/1/## TO 6/30/##

AUTHORIZED PERSON(S): name and phone number

PRICED DELIVERY SLIP TO BE PROVIDED AT TIME OF DELIVERY/PICKUP. MONTHLY STATEMENT
AND ORIGINAL INVOICES TO BE SENT TO ACCOUNTS PAYABLE AT THE ABOVE ADDRESS.

NOTICE TO VENDOR PURCHASE OF EQUIPMENT
IS NOT AUTHORIZED UNDER THIS BLANKET PURCHASE ORDER. NO CHANGES ARE ALLOWED
WITHOUT PRIOR WRITTEN AUTHORIZATION
OF THE DISTRICT PURCHASING DEPARTMENT.

NOT TO EXCEED PO TOTAL WITHOUT PRIOR WRITTEN AUTHORIZATION OF
DISTRICT PURCHASING.

SUPERCEDES AND CANCELS PO B#####