



REQUEST FOR PURCHASE ORDER (RPO)

GENERAL PURCHASING DEPARTMENT

GENPURCH@ESUHSD.ORG

FY: 20__ - 20__

STANDARD PURCHASING PROCEDURES APPLY; REFER TO ADMINISTRATIVE REGULATIONS (AR) 3311 FOR PRICE SOLICITING (QUOTES), 3314 PAYMENTS AND 3321 FOR REQUEST OF GOODS AND SERVICES.

INFORMAL QUOTATIONS

THE MINIMUM INFORMATION REQUIRED ON A QUOTE MUST INCLUDE:

- ADDRESSED TO ESUHSD, 830 N. CAPITOL AVE, SAN JOSE, CA 95133
- VENDOR NAME AND CONTACT INFORMATION (ADDRESS, PHONE NUMBER, EMAIL ADDRESS).
- EXPIRATION DATE OF THE QUOTE.
- COMPLETE AND DETAILED DESCRIPTION OF THE ITEM(S) AS THEY APPEAR ON THE QUOTE.
- IF INTERNET QUOTES, SHOPPING CART PRINTOUT.

SEE THE BACK OF THIS FORM FOR ADDITIONAL INFORMATION.

TO BE COMPLETED BY THE REQUISITIONER

VENDOR CODE #: _____ NEW VENDOR

VENDOR NAME: _____

ADDRESS: _____

CONTACT NAME: _____

PHONE NUMBER: _____

EMAIL: _____

REQUEST #: _____ CHANGE ORDER

PURCHASE ORDER #: _____

REQUEST DATE: _____

DELIVERY DATE REQUIRED: _____

REQUESTED BY: _____

EMAIL: _____

SITE: _____

DEPARTMENT: _____

INCLUDE W-9 FORM FOR NEW VENDORS

ACCOUNT NUMBER(S):

| FUND | - | SITE | - | COST CENTER | - | GOAL | - | FUNCTION | - | RESOURCE | - | Y | - | MANAGER | - | OBJECT |
|------|---|------|---|-------------|---|------|---|----------|---|----------|---|---|---|---------|---|--------|
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| LINE # | ITEM # | QTY | UNIT | DESCRIPTION | UNIT PRICE | EXTENSION |
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| REQUISITIONER | DEPARTMENT HEAD | ADMIN. AUTHORIZED TO EXPEND FUNDS | SUBTOTAL |
| PRINTED NAME | PRINTED NAME | PRINTED NAME | SALES TAX (9.375%) |
| SIGNATURE | SIGNATURE | SIGNATURE | SHIPPING/FREIGHT |
| | | | GRAND TOTAL |

SUPPORTING DOCUMENTS

TO AVOID DELAYS IN THE PROCESS: SUPPORTING DOCUMENTS MUST ACCOMPANY THIS FORM WHEN SUBMITTED.

FOR ADMISSION/REGISTRATION FEES OR TICKETS FOR FIELD TRIPS: FIELD TRIP FORMS AND PRICE QUOTE/INVOICE, WITH REQUISITION NUMBER (USE OBJECT CODE 5880 FOR ALL FIELD TRIPS).

BOOKS, SUPPLIES, OR EQUIPMENT: QUOTE

BUS CHARTER FOR FIELD TRIPS: STUDENT ACTIVITY FIELD TRIP FORM, BUS REQUEST FORM (WITH DENIAL STAMP FROM THE TRANSPORTATION DEPARTMENT), AND QUOTE/INVOICE FROM CHARTER COMPANY WITH REQUISITION NUMBER (USE OBJECT CODE 5880 FOR ALL FIELD TRIPS)

CATERING/FOOD ITEMS: QUOTE/INVOICE, AGENDA OR FLYER, AND LIST OF ATTENDEES

CONFERENCES, HOTELS, & AIRLINE TICKETS: SEND ORIGINAL CONFERENCE APPROVAL, RPO & REGISTRATION FORMS TO BUSINESS SERVICES. ONCE APPROVED BUSINESS SERVICES WILL RETURN THE FORMS TO YOU.

CONTRACT SERVICES & MOUS: ENTER THE RPO IN SYSTEM AS NORMAL. DOCUMENTS ARE TO BE SUBMITTED THROUGH ADOBE SIGN (FORMERLY ECHO SIGN)

CONTRACTS UNDER 25K: PURCHASING WILL RELEASE AND APPROVE THE CONTRACT IN THE QUEUE ONCE SIGNED BY ALL APPROVERS.

CONTRACTS OVER 25K: PURCHASING WILL RELEASE AND APPROVE THE CONTRACTS IN QUEUE AFTER BOARD APPROVAL.

COMPUTERS OR TECHNOLOGY EQUIPMENT: QUOTE

FURNITURE: QUOTE, CONTRACT IF LABOR OR INSTALLATION WILL BE NEEDED

LEASE/RENTAL: AGREEMENT OR TERMS AND CONDITIONS

MEDIA SUBSCRIPTIONS OR MAGAZINES: QUOTE OR INVOICE

REPAIRS: AGREEMENT OR TERMS AND CONDITIONS

SOFTWARE: QUOTE, TERMS AND CONDITIONS AND AB-1584 COMPLIANCE ADDENDUM FORM (IF SOFTWARE WILL CONTAIN STUDENT INFORMATION)

REMINDER:

- ALL INFORMATION TECHNOLOGY (IT) PURCHASES MUST BE CLEARED BY THE DEPARTMENT
- MINIMUM OF TWO QUOTES FOR FEDERAL FUNDS OVER 10K
- MINIMUM OF THREE QUOTES FOR GENERAL FUNDS OVER 25K

FREQUENT ERRORS WHEN ENTERING A REQUISITION

FOLLOWING THESE STEPS MAY HELP ENSURE YOUR REQUEST IS PROCESSED WITHOUT FURTHER DELAY. REQUEST MAY BE ROUTED BACK TO YOUR QUEUE IF ANY OF THE REQUIRED STEPS ARE MISSING.

1. SUPPORTING DOCUMENTS - ATTACH APPROPRIATE DOCUMENTATION BASED ON THE TYPE OF REQUEST SUCH AS QUOTES, SIGNED INVOICES, FIELD-TRIP FORMS, ETC.
2. SHIP TO ADDRESS - WAREHOUSE IN MOST CASES. SHIP TO SCHOOL SITE IF IT'S A BLANKET P.O, PERISHABLE ITEMS OR A CONTRACT.
3. ACCOUNT NUMBERS - APPROPRIATE ACCOUNTS FOR THE TYPE OF PRODUCTS TO BE PURCHASED SUCH AS SUPPLIES (4310), TRAVEL & CONFERENCE (5210) ETC.
4. ITEM DESCRIPTIONS - INCLUDE ITEM #, PART, AND/OR ISBN NUMBERS, BEFORE THE ITEM DESCRIPTION.
5. SALES TAX - ALWAYS INCLUDE SALES TAX WHEN ORDERING SUPPLIES AND EQUIPMENT EVEN IF THAT VENDOR DOESN'T CHARGE SALES TAX IN THEIR STATE, WE STILL HAVE TO PAY SALES TAX IN CALIFORNIA.
INCLUDE SALES TAX ON BLANKET P.O'S
6. TOTALS - MAKE SURE TO CHECK YOUR TOTALS OF THE REQUEST AGAINST THE QUOTE OR INVOICE. TOTALS SHOULD ALWAYS MATCH UP.
7. QUOTE NUMBER - TYPE THE QUOTE NUMBER IN THE "**GENERAL NOTE**" DESCRIPTION BOX.
8. INVOICE NUMBER - TYPE INVOICE NUMBER AND THE INVOICE DATE IN THE "**GENERAL NOTE**" DESCRIPTION BOX.
9. FOLLOW THE ITEM DESCRIPTION TEMPLATES TO ASSURE ALL REQUIRED INFORMATION IS INCLUDED FOR BLANKET P.O., REQUEST FOR CHECK, TRAVEL & CONFERENCE, FIELD TRIP, ETC.
10. REMEMBER TO ENTER ALL INFORMATION OF YOUR REQUEST IN UPPER CASE.