

# WEST LAS VEGAS SCHOOLS REQUISITION

Check one:  Mail P.O.  Will pick up  Fax P.O - Fax # \_\_\_\_\_

Suggested Source Name & Address  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Ship to: Warehouse  
or, \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

School/Department \_\_\_\_\_ Requested by \_\_\_\_\_ Date \_\_\_\_\_

**Purchase Requirements (Check Appropriate box)**

- 1.  Sole Source      Sole Source Procurement (13-1-126): A signed justified "Sole Source" letter must be obtained from the using site and a "sole source" letter for the vendor indication vendor is indeed the "Sole Source."
- 2.  \$0 up to \$20,000      Requires purchase at best obtainable price.
- 3.  Over \$20,000      Requires three (3) oral, telephoned, or written quotations.
- 4.  Over \$20,000      Requires three (3) secure, solicited, sealed bids, with advertisement for bids to be made in accordance with 13-1-104, Competitive Sealed Bids, Public Notice.
- 5.  Other      State contracts (SPD or GSA), cooperatives (CES), etc., must have complete documents/contracts attached to the purchase documents for review. Please indicate contract type (SPD/GSA/CES/Other) and # \_\_\_\_\_

**IN COMPLIANCE WITH THE STATUTES, THE FOLLOWING QUOTES WERE OBTAINED**

FILL OUR THIS SECTION IF BOX 3 WAS CHECKED ABOVE

Date	Name of Vendor	Phone Number	Person Contacted	Price Quoted

Quantity	Catalog Number	Description of Item – Name, Model, No., Etc.	Unit Price	Total Price
<b>SUB-TOTAL</b>				
Shipping & Handling Charges				
<b>TOTAL</b>				

**Indicate Expenditure Budget Account**

Fund \_\_\_\_\_ Function \_\_\_\_\_ Object \_\_\_\_\_ Program \_\_\_\_\_ Location \_\_\_\_\_ Job Class \_\_\_\_\_

Approved / Principal or Director \_\_\_\_\_ Date \_\_\_\_\_ Approved/Superintendent \_\_\_\_\_ Date \_\_\_\_\_ Approved/Business Manager \_\_\_\_\_ Date \_\_\_\_\_