Valley Academy for Career and Technology Education

P.O. Box 2650, Cottonwood, AZ 86326 (928)634-7131 (928)649-1775 fax

REQUEST FOR PURCHASE ORDER 2005-2006

Vendor :

School :

Order Date _____
Budget Year : 2003-2004
Code_____
Delivery Date _____

Qty	Catalog	Description	Grade	Unit	Total
				Subtotal	
				S/H 8%	
				Tax	
				GRAND TOTAL	

Business office Use Only

Requested by: _____ Date: _____

Approved by: _____ Date: _____

Bidding Requirement/ Purchasing (Policy DJC/DJF)

1. Requisition required before purchase order issued
2. Must have price and shipping.
3. Must be coded
4. One company per requisition
5. Vendor, complete address and phone number.

1. $5,000.00 or less - approval of Superintendent or Designee
2. $5,000.00 - $15,000.00 - three verbal price quotations
3. $15,000.00 - $32,312.00 three written price quotations (non construction)
4. $32,313. Or more sealed bid including construction.