

DIRECTIONS FOR COMPLETION OF REQUEST FOR CONSUMABLE SUPPLIES 2016-17

1. The consumable supply request can be used for programs in the high schools and the career centers. Middle schools are not allowed to request consumable supplies based on the guidelines for the EIA Equipment funds.
2. Consumable funds can be used to purchase items such as, but not limited to, lumber or nails, welding rods, food for Culinary Arts, etc. Items such as paper, printer cartridges, flash drives, CDs, post-it notes, etc. are not allowed.
3. To complete the form, follow the directions below.
 - a. Fill in the name of the teacher requesting the supplies and the name of the school.
 - b. Complete the vendor information. Before you choose a vendor, I would strongly suggest that you ask your secretary if the vendor you would like to use is in the accounting system. If not, you will have to have them added. Also make sure that the vendor you want to use will accept a district purchase order. If they do not, you will not be able to use them. You also cannot use vendors such as Home Depot, Wal-Mart, K-Mart, Target, etc. since they will not accept purchase orders. If a company tells you the only way to purchase from them is to open a line of credit with a credit company, you cannot complete an application and open a line of credit.
 - c. In the first column, list the quantity that you will be purchasing.
 - d. In the next column, list the unit value (box, doz, ea., etc.)
 - e. For the next column, enter the stock number for the item.
 - f. The description column should contain a description of the item. We have to be able to determine exactly what you are buying. Stock numbers or any other types of numbers alone in that column will not suffice.
 - g. The next column as for the unit cost.
 - h. The extended cost column will complete for you.
 - i. Next comes the course where the materials will be used. All you need to list is the first four digits of the course number.
 - j. The last column asks you to prioritize the order. We are limited on the amount that we can spend on consumables, so we need to know the priority in case we cannot fund everything you request.
 - k. Next comes shipping. Unless the vendor tells you that there will be no shipping, do not add any. However, my recommendation is to add at least 10% shipping to the order.
 - l. The tax will be automatically calculated once you have a subtotal. Tax is to be added on all orders.
4. The form should be emailed to Nancy Roddy. No handwritten copies will be accepted. You do not have to get three bids at this time. Do not send any bids with the form.