

# Dundee Central School District Contracts, Training, Services & Repairs Requisition Form

|             |           |         |         |         |       |         |  |
|-------------|-----------|---------|---------|---------|-------|---------|--|
| DATE        | REQUESTER |         |         |         |       | REQ ID  |  |
| BLDG/DEPT   | DISTRICT  | ELEM    | HIGH    | O&M     | TRANS | SPEC ED |  |
| SCHOOL YEAR | 2022-23   | 2023-24 | 2024-25 | 2025-26 |       |         |  |

Is Order \$10,000 - \$34,999? Must Provide **THREE** Vendor Quotes With This Request  
 Any Order Expected to Exceed \$34,999 Requires Special Purchasing Procedure, Please See Business Official

|  |     |   |    |
|--|-----|---|----|
| IS THIS REQUEST/VENDOR PURCHASED UNDER NYS CONTRACT? | YES | # | NO |
| IS THIS REQUEST PURCHASED THROUGH A BOCES BID?       | YES |   | NO |

VENDOR NAME

VENDOR ADDRESS

CITY STATE ZIP

PHONE FAX WEBSITE

| Detailed Description of Request <i>(Attach Information, or Quotations as Necessary)</i> | Cost |
|---|------|
|   |      |
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|   |      |
|   |      |
|   |      |
|   |      |
|   |      |
|   |      |
| <b>Total Request</b>  |      |

GR. LEVEL/DEPT CHAIR REVIEW & APPROVAL \_\_\_\_\_

PRINCIPAL/SUPERVISOR REVIEW & APPROVAL \_\_\_\_\_

IT DEPT REVIEW & APPROVAL \_\_\_\_\_