

# Dundee Central School District Supplies, Materials, Equipment, Software 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 \$1,000 - \$4,999? Must Provide **TWO** Other Vendor Quotes With This Request  
 Is Order \$5,000 - \$9,999? Must Provide **THREE** Other Vendor Quotes With This Request  
 Is Order \$10,000 - \$19,999? Must Provide **THREE FORMAL WRITTEN** Other Vendor Quotes With This Request  
 Any Order Expected to Exceed \$19,999 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

IS THIS THE ONLY VENDOR THAT PROVIDES THIS?	YES	NO
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Qty.	Item #	Description	Unit Price	Total Cost
IS ADDENDUM PAGE ATTACHED?		YES	NO	AMOUNT
SHIPPING AND HANDLING				
TOTAL ORDER				

	GR. LEVEL/DEPT CHAIR REVIEW & APPROVAL _____
	PRINCIPAL/SUPERVISOR REVIEW & APPROVAL _____
	IT DEPT REVIEW & APPROVAL _____