



# **SUPPLY REQUISITION FORM INSTRUCTIONS**

## **How to Use This Form**

Fill in this form completely.

Please write neatly.

If the form is incomplete or illegible you may have to resubmit it.

1) Fill out the top portion of this form completely.

**- ALL INFORMATION IS REQUIRED INFORMATION**

- For #1 fill in today's date
- For #2 fill in the name of the person submitting this form
- For #3 fill where these supplies are going to be stored
- For #4 fill in the date that this is needed (keeping in mind the 7-14 day processing period)
- For #5 has been filled in for you
- For #6 fill in the name of the department making request

2) You MAY order from more than one store (online stores count as stores) Fill in the complete name of the store(s) or website(s) that you are requesting the purchase be made from.

3) Fill the body of the form as follows

- **Qty** – How many units are being requested for purchased
- **Item Description** – Description of the item being purchased
- **Item/Stock #** - Identifying number (E.G. ISBN#, UPC#, Serial#, etc.)
- **Store #** - You may select more than one store for purchase fill in the store # from above that corresponds with the item that you would like to purchase
- **Price/Unit** – Fill in the amount one (1) unit costs
- **Total** – Multiply the Quantity and the Price/Unit

4) Fill in the tax if applicable (current tax rate is 8.75)

5) Fill in the Shipping & Handling if applicable

6) Total Amount – Add all amounts in the total column

7) Submit this form to Lady Hart

8) You will receive a response within 4 days

9) Approved Requisitions will either be purchased or funds dispersed in the amount requested within 10 business days.

Declined Requisitions will be returned to requestor with further instructions

10) All notifications will be placed in your department mailbox. It is your responsibility to check your department mailbox

**IF YOU NEED IT EARLIER PLAN AHEAD  
THERE WILL BE A DELAY IN PROCESSING TIME.**

Thank You