

PO REMITTANCE APPROVAL FORM



This form must be completed for any requisition issued for **\$5,000 or higher**.

The completed form shall be submitted to the Purchasing Department, prior to placing the order.
Purchase Orders will be held pending this forms approval.

VENDOR NAME: _____
REQUESTED BY: _____

DOLLAR AMOUNT: _____
REQUISITION/PO #: _____
SUBMITTAL DATE: _____

PART 1 – EXEMPT

Is this an exempt purchase? YES (check reason below and submit form) NO (proceed to part 2).

If Yes, please check appropriate item.

Board Approved Text Book

Utilities

Employee Benefits Programs

Insurance Coverage (please describe: _____)

Construction/Architects/Consultants

Emergency Situation (see Policy 6320 **and attach an explanation**)

PART 2 – QUOTE

If the purchase is between \$5,000 and the Public Bid Amount (\$23,881 for the 2017-2018 school year), did you obtain 3 quotes?

YES (attach quotes and submit form) NO (complete Part 3)

PART 3 – DETAILED EXPLANATION

1. Is this pricing from a Public Bid or Cooperative Bid? YES (complete information and submit form)
 - What is the public bid Name and #? _____
 - Was the bid approved by the Board? YES NO
 - What is the name of the Cooperative Bid? _____
 - (Attach quote from vendor with the bid identified on the quote).
2. Is this a blanket purchase order? Yes (provide a description of items to be purchased and submit form).
 - Description of items: _____
 - If the PO is over \$22,000, is there a contract on file with the Purchasing Department? YES
 - NO (please contact the Public Buyer prior to issuing a PO).
3. Is this a unique item/service/event? YES (complete information and submit form).
 - Description of purchase: _____
 - Attach additional information if needed.
4. If you could not answer yes to any of the above questions, please attach a detailed explanation of the item being purchased, the method used to obtain pricing, and how the item will benefit the district.

PART 4 – APPROVALS: CENTRAL OFFICE USE ONLY

By signing the form below, you are acknowledging the information above and believe it to be compliant with School Board, State and Federal Purchasing Policies.

Department Supervisor

Purchasing Coordinator

Finance Manager
(To sign in the absence of Asst. Sup. For Business Services)

Assistant Superintendent for Business Services

Superintendent of Birmingham Public Schools