

PO REMITTANCE APPROVAL FORM



Birmingham

PUBLIC SCHOOLS

Achievement
Character
Community

This form must be completed for any requisition issued for **\$5,000 or higher**. This completed form must be attached to any applicable Purchase Orders (PO) and Integrated Check Requests (ICR) prior to submitting the entry into Workflow. POs and ICRs for \$5,000 or higher will not be approved without this completed form attached; this may result in your request being delayed.

VENDOR NAME: _____
REQUESTED BY: _____

DOLLAR AMOUNT: _____
PR/PO/ICR #: _____
SUBMITTAL DATE: _____

PART 1 – EXEMPT

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

- Board Approved Text Book
- Utilities
- Employee Benefits Programs
- Emergency Situation (**attach an explanation** and review Board Policy po6320: "An "emergency" is defined as an accident or other unforeseen occurrence which could affect life, health or safety, or substantially interrupt normal District operation (where immediate action cannot await competitive bidding).")
- Insurance Coverage (please describe: _____)
- Legal and Audit Services
- Consultants & Architects for Construction/Renovation

PART 2 – QUOTE

If the purchase is between \$5,000 and the Public Bid Amount (\$26,046 for the 2021-2022 school year), did you obtain 3 quotes?
YES (attach quotes and submit form) NO (proceed to 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 #? _____
 - i. Was the bid approved by the Board? YES NO
 - What is the name of the Cooperative/Consortium Bid? _____
 - Attach quote, proposal, or bid with the Public Bid Name/# or Cooperative/Consortium Name identified.
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/membership? YES (complete information and submit form)
 - Description of purchase: _____
 - Note: if pricing for the item or service is available from other vendors, purchasers *must* acquire three quotes/prices and attached them to their requisition or ICR.
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 IN BUSINESS PLUS

By approving the requisition number above that accompanies this form in BusinessPlus workflow, you are acknowledging the information contained herein and believe it to be compliant with School Board, State and Federal Purchasing Policies. When filling out this form, please type your name as your signature in the appropriate section below, then attach this form to the PR record in BusinessPlus before sending to workflow.

Department Supervisor



Assistant Superintendent for Business Services (or proxy)