

Requisition Number:

## Camden City School District

### Requisition Checklist

Before all documentation is entered into SMARTS, use this checklist to confirm that each requisition has been appropriately completed. Only check what is applicable to the requisition.

#### **Account Information:**

##### **General Funds:**

- 1 quote attached (**less than \$6,600**); or
- 2 quotes attached (**\$6,600 - \$17,500**)

##### **Grant Funds:**

- 1 quote attached, if purchase is under **\$3,499**
- 2 quotes if purchase is over **\$3,500**

**Note\*** - All Grant codes start with 20-XXX

- Items are typed on the requisition exactly as they appear on the quote
- If more than 1 invoice will be submitted for payment, select the PO Type as **B for Blanket**
- Shipping costs are added or a note about free shipping is included on the requisition

#### **All vendors we anticipate paying up to \$6,599 must provide the following:**

- Vendor Form
- Business Registration Certificate
- W-9

#### **All vendors we anticipate paying \$6,600 - \$43,999 must provide the following:**

- Vendor Form
- Business Registration Certificate
- W-9
- Political Action Disclosure Form

#### **All vendors we expect to pay \$44,000 and above the district will bid out unless other criteria is met, and must provide the following:**

- Vendor Form
- Business Registration Certificate
- W-9
- Political Action Disclosure Form
- Affirmation Action Certificate
- Iran Disclosure Form
- Insurance Certificate

## Requisition Number:

- Stockholders/Ownership Certificate

### **Additional information regarding the quote:**

All requests in aggregate up to \$6,600 across the district \$0 - \$6,599 require 1 quote

All requests in aggregate up to \$17,499 across the district \$6,600 - \$17,499 require 2 quotes

All requests in aggregate up to \$43,599 across the district \$17,500 - \$43,599 require 3 formal quotes and Political Contribution Disclosure Form. The quotes must reflect the same items/services being requested.

### **Contracts and Bids Information**

- Bid # if an RFP was completed
- State contract number typed in the body of the requisition

**Example:** Dell Marketing LP, A70256 School Specialty, 80986

- A list of all existing State purchasing contracts is available on the New Jersey Department of Treasury's website at this [link](#).
- A list of all existing State Cooperative purchasing contracts is available on the New Jersey Department of Treasury's website at this [link](#).

- Fully executed contract is attached (**if applicable**)

### **Additional Documentation and Attachments**

- W-9 is attached (**if applicable**)
- Business Registration Certificate (**BRC**) is attached (**if applicable**)

### **Critical Next Steps**

- Be sure to follow the progress of your Requisitions in **SMARTs**. The requisition requestor should monitor the process daily to ensure the requisition is approved and the PO is generated to ensure receipt of goods/services in a timely manner. It is imperative that schools **check the status of outstanding Requisitions/POs on a daily basis** to ensure they are moving forward in the process. If a requisition is rejected, please provide the requested information in a timely manner. Failure to do so will delay your requisition processing.
- Once your materials are delivered it is imperative that you "**receive**" them in **SMARTs** for the Accounts Payable Unit to process payment to the respective vendor. If this is not done, the vendor will not receive payment timely.