# CITY OF BAKER SCHOOL BOARD CHECK REQUEST FORM

Date \_\_\_\_\_

VENDOR/PAYEE

Name:	
Vendor Num:	
Address:	
City/State/Zip:	

INVOICE DATA			
Purchase Order#:			
Invoice #:			
Invoice Date			
Invoice Amount:			

School/Department

Budget\_\_\_\_\_

Object\_\_\_\_\_

ITEM NUMBER	QUANTITY OR UNIT OF MEASURE	Please give specific description of items ordered, including part no.,name, catalog number, reference, model no., color, deminisions, etc.	UNIT COST	NET COST
Continue on an attached sheet if additional lines are needed.		Shipping/Other		
<b>T</b>		services mentioned above and described have been received o	Total	. 1

I certify that the materials or services mentioned above and described have been received or completed and accepted.

Requested and Certified as above by:

APPROVALS				
Principal/Supervisor	Date	Grants Administrator	Date	
Director of Instruction	Date	Accounting	Date	
Superintendent		Date		
requisition or purchase order for <b>PRE-APPROVED BEFORE</b>	or vendors who do not accept purchase or	ods or services or when requesting an advance ders or require payment on delivery. All reque Falilure to receive prior approval may result i oices and all supporting documentation.	ests of goods <b>must</b> be	
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# Instructions for completing Check Request (formally Direct Payment Form)

This form shall be used when requesting a check for reimbursement of goods or services or when requesting an advance check to acompany a requisition or purchase order for vendors who do not accept purchase orders or require payment on delivery. All requests of goods **must** be **PRE-APPROVED BEFORE TRANSACTIONS ARE INITIATED.** Falilure to receive prior approval may result in requestor's personal liability. Please be sure to attach quotes, invoices and all supporting documentation.

- 1. Complete Vendor/Payee information as described on the Check Request Form
- 2. Complete Invoice Data information as described on the form.
- 3. List Department and Budget Information
- 4. Complete body section of form with Item Number, Quantity, Item Name and Description, Unit Cost and Total Cost. (If Electronic Form is used totals will calculate automatically.)
- 5. Enter shipping Costs
- 6. Enter Grand Total
  - (If additional lines are needed continue on another sheet and total on the last sheet used.)
- 7. Requestor must sign and certify delivery of goods or services.
- 8. Obtain all necessary approvals.

# **IMPORTANT NOTES:**

# Requisitions must be approved for all goods or services where payments are requested. See Above.

# **Bid/Quote Requirements**

Small Purchases Small Purchases	< = \$5,000 > \$5,000 and up to \$15,000	No competitive bidding or quotes required quotes from 3 bona fide bidders; may be by fax, mail or email
Small Purchases	> \$15,000 and up to \$25,000	quotes from 5 bona fide bidders; may be by fax, mail or email
Small Purchases	> \$25,000	Requires Competitive Sealed bids

# Small Purchases does not include Public Works.

# **Check List for Check Request Form**

 Attachements:

 Requisition or Purchase Order

 Invoice

 Quotes

 Packing Slip or Delivery Confirmations

 Signatures of Approval