

TO: ALL TEACHERS
RE: REQUISITION FORMS

Attached are requisition forms for next year. Please note the following instructions for completing the forms:

1. **Requisition for equipment** - Equipment includes any non-consumable items such as desks, chairs, tables, files, projectors, etc., which you feel is needed in your room or in the school. If the item is on a special circular or from a catalog other than the usual suppliers, please include the circular or catalog with your requisition.
2. **Requisition for workbooks and textbooks** - All workbook and textbook requisitions for elementary should be made to Mr. Hanson. Requests are to be placed on the form and be sure to indicate whether textbook or workbook. Test materials should also be included. Please check your supply of textbooks and workbooks and order only the number needed according to this year's enrollment. **ISBN numbers are required - or you might get the wrong books. If textbook, etc. is new, please include catalog. If ordering a new series, work with a sales rep from the company – they usually throw in many free items. **All ISBN numbers need to be 13 digits long****
3. **Requisition for supplies** - This includes all items not classified as equipment, tests, textbooks, or workbooks. Requisition only items not normally purchased in quantity. Do not include paper, tape, clips, tacks, etc., unless it is a special item. If the item is not from one of our usual suppliers, please include the brochure or catalog with the requisition. **Not all items may be purchased, so list the most essential items *first*. If there is an item you feel the school should be purchasing in quantity, please make that notation on the bottom of the form.**

Our new office supplier is Innovative, NOT Office Depot or Office Max. Their website is:

<http://www.innovativeos.com/cpc/>. You will receive a log-in and password via email to requisition items on-line. Please print your requisition and submit with the rest of your paper requisitions.

For classroom supplies, we generally use School Specialty and/or Classroom Direct. Their website is:

www.schoolspecialtyonline.com. You will enter your School Specialty requisitions on-line on their web site and then the office will approve it. Please print your requisition and submit with the rest of your paper requisitions.

Please submit the catalogs that go with your order. You are encouraged to fill this out on the computer and email it back. **Please have all forms in by APRIL 29th. If you have questions, please ask.**

Dan Dalchow, Supt.

EQUIPMENT

Year _____

Room _____

[illegible]

TEXTBOOKS & WORKBOOKS

Name _____

Year _____

Room _____

[illegible]

REQUISITIONS - SUPPLIES

Name _____

Year _____

Room _____

[illegible]