Requisition Checklist

Equipment/Materials/Supplies	Public/Construction Projects	
Services, Repairs, & Mntce. (except Public Projects)		
<u>1-\$999</u>	<u>\$1-\$999</u>	
¢4,000,¢4,000	Fully Executed Contract	
<u>\$1,000-\$4,999</u>	Certificate of Insurance	
🗆 One quote	¢1,000,¢1,000	
\$5,000-\$87,799	<u>\$1,000-\$4,999</u>	
 Three quotes or justification 	□ One quote	
	PWC-100 Sully Superiod Contract	
<u>\$87,800 or more</u>	Fully Executed Contract	
Board Communication	Certificate of Insurance	
Proof of Bid Advertisement	<u>\$5,000-\$14,999</u>	
Formal Solicitation Documents (RFP, RFQ, etc.)	□ Three quotes or justification	
Additional Requirements:	□ PWC-100	
 Other documents as provided or as applicable 	Fully Executed Contract	
Independent Contracts/Professional Services:	Certificate of Insurance	
□ W-9		
□ Board Communication if ≥\$25K	<u>\$15,000 or more</u>	
Fully Executed Contract	□ PWC-100	
 Certificate of Insurance (if applicable) 	Fully Executed Contract	
64XX or 65XX:	Certificate of Insurance	
Vendor Payment Bond if installation >\$25K	Board Communication	
IT Hardware/Software, License, Mntce/Repair:	Proof of Bid Advertisement Former (DED, DEC, etc.)	
□ Approval email from Rick or request submitted by IT	Formal Solicitation Documents (RFP, RFQ, etc.)	
Furniture/Signage/Installation/Equipment:	Additional Requirements:	
Email approval from Ex. Director Facilities Services	Other documents as provided or as applicable	
Imprinted Items (logo or AVC use):	Furniture/Signage/ Installation/Equipment:	
□ Approval from PIO (e-mail, signed quote, etc.)	Email Approval from Ex. Director Facilities Services	
Long Term Leases:	IT Hardware/Software, License, Mntce/Repair:	
Board Communication	Approval email from Rick or request submitted by IT	
Fully Executed Contract	Imprinted Items (logo or AVC use):	
Payment Schedule	□ Approval from PIO (e-mail, signed quote, etc.)	
One Time Lease:		
Fully Executed Contract	Final Payment Requirements	
Final Deventer Developments	Vendor Invoice or Payment Application	
Final Payment Requirements	□ Proof of Receipt	
Vendor Invoice or Payment Application	Application & Cert. for Payment with Approval	
Proof of Receipt		

NOTE: The Requisition Checklist is provided as a guideline to assist District staff when uploading supporting documentation to a Requisition. Under special circumstances, additional documentation may or may not be requested by the Business Services Area.

Requisition Checklist

Capital Projects – 6100 (Site/Improvement of Sites) and 6200 (Building/Improvement of Buildings)

Equipment, Materials, Supplies, Mntce. Services, and Misc. Biddable Services	Public/Construction Projects	Independent Contracts/Professional Services
<u>\$1-\$999</u>	<u>\$1-\$999</u>	<u>\$1-\$999</u>
	□ Fully Executed Contract	□ W-9
<u>\$1,000-\$4,999</u>	Board Communication	Board Communication
🗆 One quote	Certificate of Insurance	Fully Executed Contract
<u>\$5,000-\$14,999</u>	\$1,000-\$4,999	\$1,000-\$4,999
Three quotes or justification	Fully Executed Contract	□ One quote
\$15,000 or more	Board Communication	□ W-9
\$15,000 or more	Certificate of Insurance	□ Board Communication
 Board Communication Payment Schedule 	□ One quote	Fully Executed Contract
	□ PWC-100	
Proof of Bid Advertisement Formal Solicitation Documents (BED, BEO, ata)		<u>\$5,000-\$14,999</u>
□ Formal Solicitation Documents (RFP, RFQ, etc.)	<u>\$5,000-\$14,999</u>	Three quotes or justification
Additional Requirements	Fully Executed Contract	□ W-9
Other documents as provided or as applicable	Board Communication	Board Communication
Service/Installation:	Certificate of Insurance	Fully Executed Contract
Fully Executed Contract	Three quotes or justification	\$15,000 or more
Board Communication	□ PWC-100	□ W-9
IT Hardware/Software, License, Mntce/Repair:	\$15,000 or more	Board Communication
□ Approval email from Rick or request submitted by IT	Fully Executed Contract	Fully Executed Contract
Furniture/Signage/Installation/Equipment:	Board Communication	Proof of Bid Advertisement
Email approval from Ex. Director Facilities Services	Certificate of Insurance	□ Formal Solicitation Documents (RFP, RFQ, etc.)
Imprinted Items (logo or AVC use):	□ PWC-100	
Approval from PIO (e-mail, signed quote, etc.)	□ Vendor payment/performance bonds >\$25K	Additional Requirements:
Long Term Leases:	 Proof of Bid Advertisement 	Other documents as provided or as applicable
Board Communication	□ Formal Solicitation Documents (RFP, RFQ, etc.)	Certificate of Insurance (if applicable)
Fully Executed Contract	Tormal Solicitation Documents (MFF, MQ, etc.)	IT Related Services:
Payment Schedule	Additional Requirements:	Approval Email from Rick or Request Submitted by IT
One Time Lease:	Other documents as provided or as applicable	Furniture/Signage/Installation/Equipment:
Fully Executed Contract	Furniture/Signage/Installation/Equipment:	Email approval from Ex. Director Facilities Services
Final Payment Requirements	Email Approval from Ex. Director Facilities Services	Imprinted Items (logo or AVC use):
	IT Hardware/Software, License, Mntce/Repair:	Approval from PIO (e-mail, signed quote, etc.)
Recorded Notice of Completion Proof of Recoint	□ Approval email from Rick or request submitted by IT	Final Payment Pequirements
Proof of Receipt Vonder Invision on Devraget Application	Final Payment Requirements	Final Payment Requirements
□ Vendor Invoice or Payment Application	□ Recorded Notice of Completion <\$15K	Vendor Invoice or Payment Application Proof of Pageint
	□ Board Acceptance of Completed Project <\$15K	 Proof of Receipt Escrow Agreement (if applicable)
		Escrow Agreement (II applicable)
	Vendor Invoice or Payment Application Proof of Pacoint	
	 Proof of Receipt Application & Cert. for payment with approval 	
	□ Escrow Agreement (if applicable)	
		Updated: 12/17/15