

OCPS Purchase Order QUOTE requirements as of June, 2006:

\$0 - \$4,999. – one quote required

\$1,000 - \$9,999 – two quotes required if not using a term contract (bid).

\$10,000 - \$24,999. – Request for Quotation process performed by Procurement Services

(A detailed specification should be attached to the requisition in SAP, along with any quotes you may have.) Above this amount, work with procurement services dept.

Quotes from Vendors Must Have:

___ Current date

___ Vendor's Name

___ Vendor or SAP number – You will find this number on a database from Nancy PB. Give it to the vendor or type it on the Purchase Order Request. This number is assigned by OCPS. Some vendors have more than one Vendor Number if they sell various products i.e. Follett maintenance agreements and Follett books have two different vendor numbers.

___ State Contract Number – check database sent to you from Nancy PB.

___ Shipping and Handling and Delivery Costs

___ Contact Person (Salesman)

___ Contact Person's phone number

___ NIGP number – Ask your bookkeeper if she will add this number for each item.