



Evans Community Adult School

Supplies Requisition

INSTRUCTIONS

To expedite all requests please follow instructions and complete this form carefully. Incomplete forms may delay the processing of your request.

1. Use a separate form for each vendor.
2. Include vendor's name, address and phone number.
3. Calculate sales tax and manually enter amount in to corresponding field.
 - 3.1. Enter CA sales tax for **ALL** orders.
4. Manually enter any shipping charges in to corresponding field.
 - 4.1. Enter "0" if none.
5. Time stamp form.
6. To submit to:
 - 6.1. **SDMC** for approval:
 - 6.1.1. Place completed form in the Main Office box entitled "Submit to SDMC Budget Committee" no later than the Wednesday preceding the next scheduled SDMC meeting.
 - 6.2. **Administrator** for other/special funding approval:
 - 6.2.1. Return to requesting administrator.

