

## Warehouse Requisition

A Warehouse Requisition is used to place an order from the Tuloso-Midway Central Receiving Warehouse.

Requirements for filling out a warehouse requisition:

- Ship To: Person's name that is to receive merchandise
- Requisition number-- LEAVE BLANK – finance department fills in number
- Location -- Campus/building where merchandise is to be sent
- Catalog number – Last six digits of item number in central receiving catalog
- Quantity – Number being ordered
- Item -- Description of merchandise ordered
- Unit price -- Price per the District Price List
- Total price – Extended
- Fund / Account Number - account to be charged for order
- Preparer's signature
- Principal's signature (Required)
- Bookkeeper signature (Required)

Please total your order. If you are ordering merchandise to be charged to several different accounts, please list the items for one account together so you can total what is to be charged to that specific account.

Be sure form is signed and dated in the preparer and organizational approval areas.

After removing the gold copy for your records, send completed form to Administrative Assistant (Bertha Genzer) at the Administration office. She verifies account numbers and balance of the Budget account. After reviewing for accuracy, the documents are submitted to the Business Manager, (Philip Carroll) for approval. The requisition will be assigned a requisition number; the funds will be encumbered and paperwork forwarded to Central Receiving. The three remaining copies of the requisition form are disbursed by Central Receiving after the order is complete.

Central Receiving then fills and delivers the order. They will process the invoice for the merchandise and forward to District Bookkeeper (Julie Olmeda). The payment will then be recorded to the account on order through journal entry.

**Note:** When items are received on your campus, you are responsible for reviewing the receipt of the merchandise and verifying the correct items requested are received. This step will save you time if the order does not agree with the requisition.