

Dundee Central School District Supplies, Materials, Equipment, Software Requisition Form

DATE	REQUESTER					REQ ID	
BLDG/DEPT	DISTRICT	ELEM	HIGH	O&M	TRANS	SPEC ED	
SCHOOL YEAR	2025-26	2026-27	2027-28	2028-29			

Is Order \$1,000 - \$4,999? Must Provide **TWO** Other Vendor Quotes With This Request
Is Order \$5,000 - \$9,999? Must Provide **THREE** Other Vendor Quotes With This Request
Is Order \$10,000 - \$19,999? Must Provide **THREE FORMAL WRITTEN** Other Vendor Quotes With This Request
Any Order Expected to Exceed \$19,999 Requires Special Purchasing Procedure, Please See Business Official

IS THIS REQUEST/VENDOR PURCHASED UNDER NYS CONTRACT?	YES	#	NO
IS THIS REQUEST PURCHASED THROUGH A BOCES BID?	YES		NO

VENDOR NAME

VENDOR ADDRESS

CITY STATE ZIP

PHONE FAX WEBSITE

IS THIS THE ONLY VENDOR THAT PROVIDES THIS?	YES	NO
---	-----	----

Qty.	Item #	Description	Unit Price	Total Cost
IS ADDENDUM PAGE ATTACHED?			YES	NO
			AMOUNT	
SHIPPING AND HANDLING				
TOTAL ORDER				

	GR. LEVEL/DEPT CHAIR REVIEW & APPROVAL	
	PRINCIPAL/SUPERVISOR REVIEW & APPROVAL	
	IT DEPT REVIEW & APPROVAL	