



FINANCIAL SERVICES

CANUTILLO A Premier District

Purchase Requisition Checklist

1. Cart Name: Please name your cart and be specific.
Example: Serious Sonia. Plan4Success Renewal 07- 26-22.
Lovely Liz. Decals Galore. Football helmets. 07-26-22.
2. Know your ABC's:
 - a. A= Account Number
 - b. B= Backup
 - c. C's= COOP, Category and Cost
3. Cart Validation:
 - a. Who is requesting the item, why is the item required by the department/campus and what it will be used for?
 - b. Where the item will be located, room number etc.
 - c. Board Approval date if applicable.
 - d. CIP/DIP
4. Long Description (Requisition detail):
 - a. 1st sentence: Reference the COOP info if applicable. If no COOP type in No COOP. COOP info ONLY required on 1st sentence of requisitions with multiple lines.
 - b. 2nd sentence: Complete and accurate description of items to be purchased.
 - c. 3rd sentence: Event date and place if applicable.Examples:

Reference Omnia Partners R17006
Purchase of books, "Breakaway" for Admins/Cabinet.
Teambuilding on July 26, 2022, at CO
No COOP
Adam Welcome/Convocation Speaker
Convocation July 26, 2022, at Region 19

Vague/BAD Examples

Purchase food
Speaker needed for training
Purchasing misc. items
Software

Be sure to verify your item numbers, quantities, unit price, and don't forget to include freight charges.

5. Special Instructions (Note these prints on the PO):
 - a. District shut down dates
 - b. Contact information
6. Attachments
 - a. Copy of Quote(s)
 - b. Executed Copy of Contract
 - c. Executed PSC
 - d. Executed ESSER Approval Form (when applicable)
 - e. Board of Trustee Approval Notification
 - f. Any other supporting document

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For additional information regarding Canutillo Independent School District's policy of nondiscrimination contact the Human Resources Division: (915) 877-7423 | 7965 Artcraft Dr. | El Paso TX 79932.