

SOUTH KITSAP SCHOOL DISTRICT

Facilities and Operations

REQUEST FOR PURCHASE

Date _____

Site _____

PWC Contract ☐ Yes ☐ No

Construction, alteration, repair or improvement including demolition, remodeling, renovations, road constructions, building construction, and utility construction.

Fiscal Year _____

Requestor _____

Open P.O. ☐ Yes ☐ No

Vendor		Vendor Email		Site Contact Person	Project Manager
Vendor Address		City, State and Zip Code		Vendor Phone	
Qty	Description	Budget Code		Total Price	
Notes:				Subtotal	
				WA State Tax (9%)	
				Total Amount	

1. I understand this is a request for goods or services.
2. Signatures and review from IT required. *
3. A purchase order will be sent to you upon completion for your records.
4. Purchases over \$100K must be approved by the Superintendent.
5. Public Works/Prevailing wage contracts require documentation from the vendor prior to starting work on your site. Please check with F&O prior to having a vendor begin a project to ensure all documents have been received.
6. If quotes are required, please attach to this form.
7. Estimates/proposals must be attached.
8. Contact F&O if you have any questions: 360.874-6000

Vendors must have all required documents prior to the start of ANY WORK for all Public Works projects. Quotes, estimates, proposals and contracts must be attached to this form. Invoices will be sent to you for signatures of completion. Forward finalized invoices to Paula Chambers in F&O for payment.

Reviewed by Information Technology (Print Name & Initial) _____ Date _____
 *(Signature and review required if project involves renovations)

Approved by Budget Administrator (Print Name & Initial) _____ Date _____

Approved by Department Administrator (Print Name & Initial) _____ Date _____

Approved by Executive Director of Facilities and Operations _____ Date _____

Superintendent Approval if over \$100K _____ Date _____

ATTACH QUOTES TO THIS REQUEST

Quote #1

Vendor Name/Amount

Quote #2
