

HOW TO

Use the quick requisition excel template, for requisitioning.

Each column heading is self explanatory, but here are further clarifications:

Column A: Number each line as you go 1-???- as many different items you need to order.

Column B: What is the item you are ordering? A description of what it is. (Book title, etc.)

Column C: Enter the vendor's stock#, item #.

Column D: How is it packaged? EA, CS, PKG, BOX, etc...

Column E: How many, of that item do you want?

Column F: How much does one of them cost?

Column G: We don't pay tax, leave it blank!

Column H: If you know the freight charge, put it in.

Column I: The account code you are charging it too.

Column J and K: You can leave blank.

Once you have completed this template, save it and e-mail it as an attachment to your building secretary.

In the body of the e-mail, until further notice, while we rebuild our vendor database, please supply the Name, Address, phone#, fax#, and an e-mail address (not a website), if the company has one . [Soon we will be able to e-mail purchase orders]

Please use up- to- date catalogs. If you see old ones around, please throw them out!
The prices are no doubt wrong anyway.