

Questions? Ask Riley!
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PURCHASING REQUISITION FORM

Use this form to request an order to be processed.

This is the "go-to" for all ordering!

Helpful hints:

1. Attach quotes or photos to ensure you are getting the correct product
2. District Office will contact vendor and order all items
3. Item will be delivered to your site
4. Upon receipt, respond to your "OK to Pay" email to notify Jenna to process payment to the vendor

I need to order something.

I need to pay for something I already ordered.

Business \$ervices

What form do I use?

(start here)

I need to be paid mileage for driving on District business.

CHECK REQUISITION FORM

This will notify the Business Services Department to have a check made out and mailed to the named person or vendor.

Remember to:

1. Attach receipts or other documentation
2. Get appropriate signatures before submitting
3. Never order anything prior to getting your supervisor's approval first

I need to be reimbursed.

MILEAGE REIMBURSEMENT FORM

Complete this simple form with necessary signatures and return to Riley in the DO.

Tips:

1. Submit one form per month
2. Use a separate line for each day of travel