



Requisition Form Procedures

Staff Member

1. Submit a separate requisition for each company (vendor)
2. Indicate your Name, Building, and Date
3. Complete Ordering Information section, including Subtotal, Shipping & Handling, and Grand Total
4. Forward to your program administrator for approval

Program Administrator

1. Verify funds available
2. Check the box of the appropriate supply account
3. Approve the requisition and forward to the SOWIC bookkeeper