

Camden City School District Requisition Guidance

Before creating a requisition Use this checklist to determine documentation needed for approval. **Be sure the requisition is identical to the quote, and utilize the links for additional help**, *****PO will be sent to Requestor, Purchasing, and Payables*** Only, Include shipping charges, if unknown -estimate 10% of total request. (pg 8 of Manual)**

**** ALL AMOUNTS ARE IN AGGREGATE, IN TOTAL FOR SCHOOL/FISCAL YEAR (7/1-6/30) ****

General Funds: Subject to PCL: 18A [LINK](#)

- 1 quote attached (less than \$6,600);
- 2 quotes attached (\$6,600 - \$43,999)-

Grant Funds: Note* - All Grant codes start with 20-XXX, and Federal grants subject to 2CFR 300

12/2022 update: ARP CARES Funding for Buildings that are handled in the Facilities Department - Account Numbers 20-487-400-720-XX-XXXX can require 1 additional quote per JJF

Grant Checklist

- 1 quote attached, if purchase is under \$6,600
- 3 quotes if purchase is over \$6,600-\$43,999 (**CFR requires additional quote when using state grant/pricing cooperative/national cooperative**) – [link](#) ** SBA and Director of Grants Approved**
- Board Items/Resolutions Needed to accept grant & items listed below. **Please check with Grants Department ; grants@camden.k12.nj.us**

I. All vendors we anticipate paying up to \$6,599 must provide the following:

- Vendor Form
- New Jersey Business Registration Certificate
- W-9

II. All vendors we anticipate paying \$6,600 - \$43,999 must provide the following:

- All Documents **Required** from section I plus
- Political Disclosure Form N.J.S.A. 19: 44A-20.4
- Stockholders/Ownership Certificate
- Iran Disclosure Form
- Non-Collusion Affidavit Form

III. All vendors we expect to pay \$44,000 and above the district will need to SELECT A PROCUREMENT METHOD etc. advertise/use of state contract, [link](#)/pricing

- cooperative, [link](#)/national cooperative: Useful Link Reference Guide [Link](#)***

All Documents Needed in Section II plus

- Insurance Certificate
- Board Resolution Required
- Affirmation Action Certificate

Executed Contract attached and contract # referenced in requisition – *ONLY SCHOOL BUSINESS ADMINISTRATOR AND SUPERINTENDENT CAN SIGN CONTRACTS/QUOTES *****

*****Additional Information: ******

Guidance: INCLUDE MONTH APPROVED OR TO BE APPROVED ON REQUISITION

Board Items/Resolutions submit through Board Docs