

Camden City School District

Requisition Checklist- Procurement Guidance Reference Sheet

Before creating a requisition Use this checklist to **determine documentation** needed for approval. ***** REQUISITION MUST MATCH QUOTE (item #s, quote #) or vendor will reject *****

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

General Funds: Subject to PCL: 18A ALL ACCOUNTS DO NOT start with 20-XXX

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

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

- 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](#)
- Board Items/Resolutions **Grants Director will provide guidance**

All vendors we anticipate paying up to \$6,599 in aggregate (total) must provide the following:

- Vendor Form
- New Jersey Business Registration Certificate – Federal Funds require all vendors no matter of the threshold; whereas state/local funds do not.
- W-9

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

- All Documents Needed from section I plus
- Political Action Disclosure Form
- Stockholders/Ownership Certificate
- Iran/Belarus Disclosure Form
- Affirmation Action Certificate

II. All vendors we expect to pay \$44,000 and above the district will need to advertise/use a state contract, [link](#) /pricing cooperative, [link](#)/national cooperative:

- All Documents Needed in Section II plus
- Insurance Certificate
- Board Resolution Required
- Executed Contract attached and contract # referenced in requisition**

*****Additional Guidance***:**