

**Region One Education Service Center
Requisition Checklist**

Travel - 6411, 6412, 6419	Reimbursements Out-of-Town - 6411, 6419	Registration - 6411, 6419, 6499	Supplies/ESC Promotional - 6399/6499
<input type="checkbox"/> Approved Out-of-Town Travel form	<input type="checkbox"/> Agenda	<input type="checkbox"/> Approved travel form	<input type="checkbox"/> Approved vendor in ITCCS
<input type="checkbox"/> Registration form	<input type="checkbox"/> Travel form after trip complete/approved	<input type="checkbox"/> Registration Form	<input type="checkbox"/> Quote(s)**
<input type="checkbox"/> Agenda	<input type="checkbox"/> Applicable receipts - car rental, shared ride, hotel, tolls, fees	<input type="checkbox"/> Agenda	<input type="checkbox"/> Bid contract number
<input type="checkbox"/> Hotel confirmation - direct bill	<input type="checkbox"/> Mileage - attach Bing or Google	FEDERAL ONLY - ITEMS LISTED ABOVE PLUS:	FEDERAL ONLY - ITEMS LISTED ABOVE PLUS:
<input type="checkbox"/> Airline confirmation - if needed	FEDERAL ONLY - ITEMS LISTED ABOVE PLUS:	<input type="checkbox"/> POCF complete and signed	<input type="checkbox"/> POCF complete and signed
<input type="checkbox"/> Car rental confirmation - if needed	<input type="checkbox"/> POCF complete and signed	<input type="checkbox"/> SAM search	<input type="checkbox"/> SAM search
<input type="checkbox"/> Approved Vendor in ITCCS	<input type="checkbox"/> SAM search	<input type="checkbox"/> W-9*	<input type="checkbox"/> W-9*
<input type="checkbox"/> Approved requisition	<input type="checkbox"/> W-9*	ESC Postage/Printing/Deliveries/Shredding/Moving - 6237	External Promotional - 6399
FEDERAL ONLY - ITEMS LISTED ABOVE PLUS:	Vehicle Rental - 6411, 6265	<input type="checkbox"/> No backup required	<input type="checkbox"/> Approved vendor in ITCCS
<input type="checkbox"/> POCF complete and signed	<input type="checkbox"/> Agenda	FEDERAL ONLY - ITEMS LISTED ABOVE PLUS:	<input type="checkbox"/> Quote(s)**
<input type="checkbox"/> SAM search	<input type="checkbox"/> Approved Out-of-Town travel form	<input type="checkbox"/> POCF complete and signed	<input type="checkbox"/> Bid contract number
<input type="checkbox"/> W-9*	<input type="checkbox"/> Confirmation	<input type="checkbox"/> SAM search	FEDERAL ONLY - ITEMS LISTED ABOVE PLUS:
Reimbursements Local - 6411	FEDERAL ONLY - ITEMS LISTED ABOVE PLUS:	<input type="checkbox"/> W-9*	<input type="checkbox"/> POCF complete and signed
<input type="checkbox"/> Valid Vendor in ITCCS	<input type="checkbox"/> POCF complete and signed	ESC IT/Tech Fees - 6238	<input type="checkbox"/> SAM search
<input type="checkbox"/> Bing/Google or odometer mileage	<input type="checkbox"/> SAM search	<input type="checkbox"/> No backup required	<input type="checkbox"/> W-9*
<input type="checkbox"/> Bing/Google round trip	<input type="checkbox"/> W-9*	FEDERAL ONLY - ITEMS LISTED ABOVE PLUS:	Equipment/Supplies \$500+ - 6395
<input type="checkbox"/> Bing/Google mileage destination to destination	Contracts - 6219, 6291, 6299***	<input type="checkbox"/> POCF complete and signed	<input type="checkbox"/> Approved vendor in ITCCS
<input type="checkbox"/> Online approval	<input type="checkbox"/> Approved and completed Contract	<input type="checkbox"/> SAM search	<input type="checkbox"/> Quote(s)**
FEDERAL ONLY - ITEMS LISTED ABOVE PLUS:	<input type="checkbox"/> Approved vendor in ITCCS	<input type="checkbox"/> W-9*	<input type="checkbox"/> Bid contract number
<input type="checkbox"/> POCF complete and signed	<input type="checkbox"/> VITAE	ESC Professional Internal Services - 6239	<input type="checkbox"/> Fixed asset form(s)
<input type="checkbox"/> SAM search	<input type="checkbox"/> W-9	<input type="checkbox"/> Quote or Contract/MOU if required	FEDERAL ONLY - ITEMS LISTED ABOVE PLUS:
<input type="checkbox"/> W-9*	FEDERAL ONLY - ITEMS LISTED ABOVE PLUS:	FEDERAL ONLY - ITEMS LISTED ABOVE PLUS:	<input type="checkbox"/> POCF complete and signed
Contracted Maintenance/Repair - 6249	<input type="checkbox"/> POCF complete and signed	<input type="checkbox"/> POCF complete and signed	<input type="checkbox"/> SAM search
<input type="checkbox"/> Contract/MOU	<input type="checkbox"/> SAM search	<input type="checkbox"/> SAM search	<input type="checkbox"/> W-9*
FEDERAL ONLY - ITEMS LISTED ABOVE PLUS:	External Meeting Rooms - 6266, 6269, 6499	<input type="checkbox"/> W-9*	Books/Publications - 6329, 6399
<input type="checkbox"/> POCF complete and signed	<input type="checkbox"/> Quote	ESC Office Use Fee - 6267	<input type="checkbox"/> Approved vendor in ITCCS
<input type="checkbox"/> SAM search	<input type="checkbox"/> Signed contract by business office	<input type="checkbox"/> Quote	<input type="checkbox"/> Quote(s)**
<input type="checkbox"/> W-9*	FEDERAL ONLY - ITEMS LISTED ABOVE PLUS:	FEDERAL ONLY - ITEMS LISTED ABOVE PLUS:	<input type="checkbox"/> Bid contract number
Required Newspaper Notice - 6491	<input type="checkbox"/> POCF complete and signed	<input type="checkbox"/> POCF complete and signed	<input type="checkbox"/> Fixed asset form(s)
<input type="checkbox"/> Quote	<input type="checkbox"/> SAM search	<input type="checkbox"/> SAM search	FEDERAL ONLY - ITEMS LISTED ABOVE PLUS:
FEDERAL ONLY - ITEMS LISTED ABOVE PLUS:	<input type="checkbox"/> W-9*	<input type="checkbox"/> W-9*	<input type="checkbox"/> POCF complete and signed
<input type="checkbox"/> POCF complete and signed	Dues - 6495	ESC Meeting Rooms - 6268	<input type="checkbox"/> SAM search
<input type="checkbox"/> SAM search	<input type="checkbox"/> Quote	<input type="checkbox"/> Quote	<input type="checkbox"/> W-9*
<input type="checkbox"/> W-9*	FEDERAL ONLY - ITEMS LISTED ABOVE PLUS:	FEDERAL ONLY - ITEMS LISTED ABOVE PLUS:	Food - 6499
	<input type="checkbox"/> POCF complete and signed	<input type="checkbox"/> POCF complete and signed	<input type="checkbox"/> Approved vendor in ITCCS
	<input type="checkbox"/> SAM search	<input type="checkbox"/> SAM search	<input type="checkbox"/> Quote(s)
	<input type="checkbox"/> W-9*	<input type="checkbox"/> W-9*	<input type="checkbox"/> Bid contract number
LEGEND	Catering Service/External Printing - 6299	Miscellaneous Operating Cost - 6499^	FEDERAL ONLY - ITEMS LISTED ABOVE PLUS:
*not required if W-9 in ITCCS	<input type="checkbox"/> Quote - includes food	<input type="checkbox"/> Quote	<input type="checkbox"/> POCF complete and signed
**only if amount exceeds \$3,500	FEDERAL ONLY - ITEMS LISTED ABOVE PLUS:	FEDERAL ONLY - ITEMS LISTED ABOVE PLUS:	<input type="checkbox"/> SAM search
***6299 contract not required	<input type="checkbox"/> POCF complete and signed	<input type="checkbox"/> POCF complete and signed	<input type="checkbox"/> W-9*
^fees (non-travel), awards, graduation expenses, food/refreshments for Center-related meetings, advertising	<input type="checkbox"/> SAM search	<input type="checkbox"/> SAM search	
	<input type="checkbox"/> W-9*	<input type="checkbox"/> W-9*	