

**ASHTABULA COUNTY EDUCATIONAL SERVICE CENTER  
REQUISITION**

Date: \_\_\_ / \_\_\_ / \_\_\_

To the Board of Education:

The following is needed for \_\_\_\_\_

Fund/Grant Title \_\_\_\_\_

Qty.	Measure	Description (Include Item Number)	Unit Price	Amount
<b>SHIPPING AND HANDLING</b>				
<b>TOTAL AMOUNT OF REQUISITION</b>				

Requested By: \_\_\_\_\_ Approved By: \_\_\_\_\_

Title: \_\_\_\_\_ Disapproved: \_\_\_\_\_

Title: Superintendent \_\_\_\_\_

Purchased From: (Company) \_\_\_\_\_

**Ship To:** (If other than ESC)

(Address) \_\_\_\_\_

School Name & Address:

\_\_\_\_\_

\_\_\_\_\_

(Contact Person) \_\_\_\_\_

\_\_\_\_\_

(Phone) \_\_\_\_\_

\_\_\_\_\_

(Social Security Number) \_\_\_\_\_

(To be used only for a consultant)

OFFICE USE: Purchase Order Number \_\_\_\_\_

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Procedure for Purchasing of Supplies

1. Complete Ashtabula County requisition form.  
(All items including price, vendor's name and complete address, and complete description of item.)
2. Submit completed requisition to your designated supervisor.
3. Supervisor sends requisition to superintendent with recommendation.
4. Upon approval, a purchase order will be assigned and typed.
5. Treasurer will send purchase order to the vendor.
6. Supplies received will be inventoried and distributed accordingly.

**\*\*\*PROCESS MAY TAKE A MINIMUM OF TEN (10) DAYS – PLAN ACCORDINGLY\*\*\***

All orders MUST be on a requisition. Those individuals ordering on their own, by telephone or otherwise, without a purchase order assume personal liability for the item ordered.

**AMAZON** – For orders from Amazon, please create a "Wish List" first, add the items you want to your wish list, and then share your wish list with Barb Weaver – [barb.weaver@ashtabulaesc.org](mailto:barb.weaver@ashtabulaesc.org). You still need to submit a requisition for your order.