

# REQUISITION

- |   |   |                                       |
|---|---|---------------------------------------|
| <input checked="" type="checkbox"/> Gallatin Co. Bd. of Educ. | <input type="checkbox"/> Gallatin Co. Middle School | <input type="checkbox"/> Food Service |
| <input type="checkbox"/> Gallatin Co. Elementary              | <input type="checkbox"/> Gallatin Co. High School   | <input type="checkbox"/> Other _____  |
| <input type="checkbox"/> Gallatin Co. Upper Elem.             | <input type="checkbox"/> Bus Garage                 |                                       |

**ACTIVITY: (Please check one)**

- |   |   |  |   |
|---|---|--|---|
| <input checked="" type="checkbox"/> Activity-Elementary | <input type="checkbox"/> Custodial              | <input type="checkbox"/> Maintenance             | <input type="checkbox"/> Title I              |
| <input type="checkbox"/> Activity-Upper Elementary      | <input type="checkbox"/> ESS                    | <input type="checkbox"/> Migrant                 | <input type="checkbox"/> Title II             |
| <input type="checkbox"/> Activity-Middle School         | <input type="checkbox"/> Family Resource Center | <input type="checkbox"/> Perkins                 | <input type="checkbox"/> Title IV             |
| <input type="checkbox"/> Activity-High School           | <input type="checkbox"/> Food Service           | <input type="checkbox"/> Preschool               | <input type="checkbox"/> Title V              |
| <input type="checkbox"/> Alternative School             | <input type="checkbox"/> Gifted & Talented      | <input type="checkbox"/> Prof. Development       | <input type="checkbox"/> Transportation       |
| <input checked="" type="checkbox"/> Board               | <input type="checkbox"/> IDEA BASIC             | <input type="checkbox"/> Superintendent's Office | <input type="checkbox"/> WIA                  |
| <input type="checkbox"/> Bus Maintenance                | <input type="checkbox"/> IDEA Preschool         | <input type="checkbox"/> Tech. Prep.             | <input type="checkbox"/> Youth Service Center |
| <input type="checkbox"/> Construction Fund              | <input type="checkbox"/> KETS                   | <input type="checkbox"/> Textbooks               | <input type="checkbox"/> Other _____          |

Payable to: NSBA Vendor No. 3342

Address: \_\_\_\_\_

Budget Code: 011071 0580 \_\_\_\_\_ School Year: 13/14 Date: 11/25/13  
(Org) (Obj) (Proj)

QUANTITY	ITEM	BID PRICE	TOTAL PRICE
	Hotel Accom for		\$1850. <sup>00</sup>
	Wilson & Mary		
	New Orleans, LA.		
	Natl Conv.		
	(approx \$230/nt x4 x2)		

Shipping \_\_\_\_\_

TOTAL

\$1850.<sup>00</sup>

Requested by: R Carpenter

Title: Admin Asst.

Approved by: \_\_\_\_\_

Supervisor Date: \_\_\_\_\_

Budget Adm. Date: \_\_\_\_\_

**DETERMINATION OF PROCUREMENT METHOD**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Sealed bidding    | <input type="checkbox"/> Non-competitive negotiations | <input type="checkbox"/> Reduced price |
| <input type="checkbox"/> Emergency         | <input type="checkbox"/> Competitive negotiations     | <input type="checkbox"/> Resale items  |
| <input type="checkbox"/> Small purchase    | <input type="checkbox"/> Single source                | <input type="checkbox"/> Perishables   |
| <input type="checkbox"/> Replacement parts | <input type="checkbox"/> Professional services        |  |

DENIED FOR FOLLOWING REASON(S): \_\_\_\_\_