GENERAL VENDOR [Not APS Contract] COVER SHEET

Order Limit: $1000.00

Order from Account: _______________________________ (Regular, Mill Levy, Other: Specify)

Vendor Name _________________________________________________

Vendor Address __________________________________________________________

City/State/Zip______________________________  Phone #___________

To Order

1. Order limit for general vendors is $1000. Exceptions must be approved by the Library Coordinator.

2. Use vendor websites when possible to generate a printed order for Acquisitions. Be sure to indicate the school name and number in the upper right hand corner of all pages of the order.

3. Use the LIBRARY MATERIALS ORDER FORM to list desired items if you are not able to generate a printed list. Attach any catalog or flier pages that would help Acquisitions complete the order satisfactorily.

***NOTE: Acquisitions will not accept orders that are simply catalog pages or fliers with desired items underlined. Items MUST be entered on a Library Materials Order Form.

4. Total the amounts from the pages of your order and enter on this cover sheet.

5. Figure your shipping and handling costs. If you can’t find the amount charged by a particular vendor, estimate the cost as 10% of your total purchase.

6. Copy the vendor name and total order amount to the Summary Sheet.

Orders from local sales representatives should be submitted to Library Services following the same procedures as all other orders – i.e., this cover sheet attached and totals entered on the summary sheet.

Totals:

Number of pages in the order
Number of items in the order

Order Subtotal

Shipping/Handling Charges: Required for all out-of-district orders except for BPO vendors. Estimate 10% if you can’t find shipping charges.

Order Total  (Copy to the summary sheet)

Date Ordered ____________________________  School Name and Location Number

Librarian’s Name & School Phone #

Make copies for your records!