

# Online Requisition Form

Updated Effective July 1, 2012

**Please note the following changes before using the new requisition:**

The requestor will now need to type their name on the "Printed Name" line & sign on the "Signature" line.

Diagram illustrating the layout of the requisition form. On the left, there are fields for 'REQUESTING DEPARTMENT', 'DATE', and 'PRINTED NAME OF REQUESTOR'. On the right, there is a large line for 'SIGNATURE OF REQUESTOR'. Arrows point from the text above to these specific fields.

You will not be able to type in the 3 signature fields at the bottom, only original signatures will be accepted for approval by the Financial Services Office. **Copies will be returned unprocessed!**

Diagram illustrating the layout of the requisition form. On the left, there are fields for 'Requisition No.', 'Contract/Bid No.', and 'PO #'. Below 'Contract/Bid No.' is a small box with the text '(Requisition & PO# to be filled out by Financial Services Office Only)'. Arrows point from the text above to these fields.

You will not be able to type in a Requisition or Purchase Order number. These will be filled in by the Financial Services Office.

Separate rows have now been provided for taxable and non-taxable items. Tax amounts will be totaled and calculated for you when entering in the taxable items lines.

All line cost will calculate for you when you enter the "Quantity" & "Unit Cost."

TAXABLE ITEMS					\$
12345-678	5	EA	TABLE	\$79.95	\$ 399.75
<b>Total Taxable Items</b>					\$ 399.75
NON-TAXABLE ITEMS					\$
	2.5	HRS	LABOR TO INSTALL	\$75.00	\$ 187.50
					\$ -
Requisition Approved By:				<b>Total Non-Taxable Items</b>	\$ 187.50
DATE				<b>Enter Sales Tax Rate Here</b>	6.75%
DIVISION SUPERVISOR				<b>Total Sales Tax</b>	\$ 26.98
				<b>GRAND TOTAL</b>	\$ 614.23

If the tax rate in the county you are purchasing from is not 6.75%, you will need to change the percentage in the **Enter Sales Tax Rate Here** field. You may enter 0% in this field if necessary. You can find NC Individual county tax rates at [http://www.dorncc.com/taxes/sales/salesrates\\_1-12.html](http://www.dorncc.com/taxes/sales/salesrates_1-12.html)

Sales & Use Tax is typically levied on tangible property. Examples of items not taxable in NC: Labor Charges, most service charges, etc .

**Visit the NC Dept of Revenue website for additional information:** <http://www.dorncc.com/taxes/sales/salesanduse.html>