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.

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!**

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.”

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.dornc.com/taxes/sales/salesrates_1-12.html](http://www.dornc.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 Depart of Revenue website for additional information: [http://www.dornc.com/taxes/sales/salesanduse.html](http://www.dornc.com/taxes/sales/salesanduse.html)