

Policies and Standards

<i>SECTION:</i> Purchasing	<i>NO.</i> 3.7		
<i>CHAPTER:</i> Process	<i>ISSUED:</i> 1993	<i>REV. A</i> 11/00	<i>REV. B</i>
<i>POLICY:</i> Requisition Preparation	<i>PAGE 1 OF 2</i>		

PURPOSE

To provide some familiarization of the University's requisition process.

SCOPE

This policy applies to all requisitions.

POLICY

The preferred method of requisitioning is electronically on the financial system. The alternate method is the paper requisition form.

Approvals to electronic requisitions are handled automatically through established queues. The paper requisition form must be forwarded through intra-campus mail or faxed and have all necessary approvals before being forwarded to Purchasing for processing.

The purchase requisition is designed to contain all of the necessary information and approvals relevant to the processing of the procurement within the University. The processing of the purchase requisition by Purchasing also serves to create the formal purchase order that is the contractual commitment between the supplier and the University.

PROCEDURES

Departments connected to the financial system should electronically enter their requisitions. Training is provided by the Division of Information Technology. Direct any questions for assistance or training for on-line requisitions to ext. 2946 or check the software-training schedule online.

Electronic requisitions with a value greater than \$50,000 require an additional paper requisition with all necessary documentation to be routed through the same approval queue as the electronic requisition. Reference the electronic requisition number on the paper requisition.

ADMINISTRATION AND INTERPRETATIONS

This procedure is administered jointly by the Purchasing Department and Controller's Office. Questions regarding this policy or procedure should be referred to the respective area.

ADMENDMENT/TERMINATION OF THIS POLICY

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The University reserves the right to modify, amend, or terminate this policy at any time.