

**TITLE: PURCHASE REQUISITION (PR)**  
**DATE: August 2006**

**NUMBER: 09**  
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The Purchase Requisition form is used to request goods or services from either on-campus or off-campus providers. This pre-numbered form is an internal University document and should never be given to an off-campus vendor. Blank forms are available at the Purchasing Department.

### **Form Contents and Preparation**

THE PURCHASE REQUISITION MUST BE TYPED OR PRINTED LEGIBLY

#### **Purchase Requisition Header**

- 1 PR # The pre-printed number which uniquely identifies a particular requisition. It is used by on-campus providers as a billing reference.
- 2 Suggested Vendor The requesting departments suggested source for the purchase of the goods or services. If the source is off-campus, the full mailing address including zip code must be provided. If the requesting department does not know an appropriate vendor, this may be left blank. An on-campus source needs to be identified by name only.
- 3 Ship To The physical address to which the requesting department desires the goods/services to be delivered after received by Central Receiving.
- 4 Dept. No. Abbreviation for "Department Number" which is the unique number assigned to each University department or program.
- 5 Date The date the purchase requisition was prepared.
- 6 Dept. Name The requisitioning department's name.
- 7 User Contact/ Extension The name of the person who will actually be using the requisitioned items. This person's name and telephone extension will allow timely inquiries if questions arise concerning the items on the requisition. The person listed here will receive the "Department" copy of the Purchase Order.
- 8 Date Wanted This is used to indicate critical delivery dates if necessary. Do not mark everything critical or ASAP as it will begin to lose meaning over time.

- 9 Blanket Order / Effective Dates If a blanket order is being requested, the desired beginning and ending dates for the order are indicated here. A blanket order cannot extend past the ending date of a contract or grant.
- 10 Account # / Object Code Every purchase must be charged to a valid University account number. If charging against multiple numbers, the percentage of the total dollars and the actual dollars to be charged to each account must be indicated along with the account number. If you require that particular items be purchased from particular accounts, so indicate on the form.

**Purchase Requisition Body**

- 11 This portion of the requisition contains the description of the items or services being ordered. Below is a description of the column headings in the body and the type of information which should appear for each.
1. No. This is the line item number. Line items shall be consecutively numbered, (i.e., 1,2,3...).
  2. Quantity Number of units to be purchased for each item.
  3. Unit Packing unit of goods or services. Some examples are: each (ea.), cases, hours, lots, etc. If you specify cases or boxes, please state how many units are in each case or box.
  4. Description Detailed specifications and other pertinent information.
  5. Unit Price Estimated cost of each unit ordered.
  6. Extension Quantity to be purchased multiplied by the unit price.

**Purchase Requisition Signatures**

- 12 Auth. Dept. Signature A person authorized in writing to expend funds from the account number(s) referenced on the requisition must sign the requisition.

- 13 Special Instruction Messages and special instructions that should not appear on the Purchase Order.
  
- 14 Approvals Compliance will indicate their approval of the requisition by signing this block.

**Documentation**

The Purchase Requisition is often accompanied by other documentation that is required to justify or clarify the requisition. Examples include sole source/sole make justifications, contracts for signature, detailed product specifications, and special instructions to the buyer. All documentation must be securely affixed to the back of the requisition to prevent separation during processing.

**Routing**

The requisitioner shall retain a copy of the Purchase Requisition, and forward all attachments to the Purchasing Department for processing, or to the On-Campus provider if the purchase is from such a source.

**Special Approvals**

The purchase of certain goods and services requires special approvals before purchase orders can be issued. The purchases requiring special approvals are listed below along with the name of the University organization responsible for the approval. These special approvals should be secured prior to final approval by Purchasing. It is the requesting department's responsibility to obtain these special approvals. Refer to the following guidelines for approving departments:

<u>ITEMS</u>	<u>APPROVAL DEPARTMENT</u>
Requisitions over \$15,000	Vice President of the Department submitting PR
Requisitions over \$30,000	<b>Academic Department</b> Vice President for Academic Affairs
Requisitions over \$50,000, and Clothing, Food, NSF Approval, After-the-Fact	Vice President for Finance, Administration, and Government Relations
Promotional Advertising Logo Usage	Office of University Relations

Computer Hardware and  
software per ITS,  
New Software Subscriptions,  
Cameras

Information Technology Services (ITS)  
and/or VP for Finance, Administration,  
and Government Relations

Legal Services

President and/or VP for Finance,  
Administration, and Government  
Relations

Fire and Alarm Systems  
All Facilities building  
modifications

Facilities Management Director and  
VP for Finance, Administration and,  
Government Relations or their designee

Entertainment Contracts  
Requisitions over \$100,000

President