

## **Purchase Requisition**

**Original Implementation:** Unpublished

**Last Revision:** July 28, 2015

Specific requests by a department to purchase goods or services begins with the completion of an electronic "Purchase Requisition" that must be approved by the account manager or his/her designee.

Requisition approvals are built and maintained in the university's financial system by the procurement office. In addition to departmental approvals, other conditional approvals are in place based on the commodity or funding source.

Electronic requisitions are submitted following the guidelines outlined in the Procurement Requisitions, Approvals and Receiving Manual. Purchase orders may be created without a requisition, at the discretion of the purchaser. When a purchase order is created without a requisition, the department will be notified by email that the purchase has been charged to their account.

It is the responsibility of the end user to provide technical support in the preparation of specifications and in the evaluation of solicitations. If review of solicitation responses prior to award is specifically desired, include a comment to this affect in document text on the "Purchase Requisition".

Requisition processing within the procurement department differs depending upon source of funds, dollar value, the type of good or service being acquired, and department need. See Best Value Procurement (17.1).

Purchases from agency accounts may not be submitted on a purchase requisition. See Purchase Voucher (17.20).

**Cross Reference:** Best Value Procurement (17.1); Purchase Voucher (17.20)

**Responsible for Implementation:** Vice President for Finance and Administration

**Contact for Revision:** Director of Procurement and Property Services/HUB Coordinator

**Forms:** None

**Board Committee Assignment:** Finance and Audit