

## **Purchase Requisition**

**Original Implementation:** Unpublished

**Last Revision:** January 30, 2018

A specific request by a department to purchase goods or services begins with the completion of an electronic Purchase Requisition (requisition). Once initiated, the requisition is routed for appropriate approvals based on the commodity or funding source. This automated approval queue for requisitions is maintained in the university's financial system by the procurement office.

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 procurement office. When a purchase order is created without a requisition, the department may be notified by email that the purchase order has been created on its account.

Requisition processing within the procurement office 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).

Exceptions to the use of a requisition, other than those listed above, are detailed in Purchase Voucher (17.20) and Delegated Purchasing Authority (17.5).

**Cross Reference:** Best Value Procurement (17.1); Purchase Voucher (17.20); Delegated Purchasing Authority (17.5).

**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