

DEPARTMENTAL PURCHASE REQUISITION

A. Purpose

The purpose of this policy is to set forth instructions for completing the Requisition to Purchase.

B. Instructions for Completion

This two (2) part form is to be prepared on a typewriter or computer printer. (HAND-WRITTEN FORMS ARE NOT ACCEPTABLE.) The requisitioning department retains second or last copy. The original copy is forwarded to the Purchasing Department. An explanation of the information to be provided on the purchase requisition follows:

1. Page: Number of pages for each particular Requisition to Purchase.
2. Account Title: Name of account used to be charged.
3. Requested By: Account Manager.
4. Requisition Number: Department's requisition numbers are sequentially assigned with the first number taken each fiscal year from the following table:

Fiscal Year	1995	95
Fiscal Year	1996	96
Fiscal Year	1997	97
Fiscal Year	1998	98

Followed by the account number and internal department requisition number.

5. Line Item Number: Consists of the type of fund, account number and object code.

Object Code: The Object Code (budget category), shall be entered by the department.
6. Date: Date requisition is completed by the department.
7. Description: The description of the item must be sufficiently complete to enable the Purchasing Department to procure the item satisfactorily. Specifications may be provided by attaching supporting documents. The department should provide three copies of all supporting documents.
Intended Use: Intended use and/or application of purchased items must be stated.

(DEPARTMENTAL PURCHASE REQUISITION CONT'D)

8. Commodity Code: The Commodity Code shall be entered by the department.
9. Quantity Unit: Show quantity of the item and unit of measure; e.g. 5 each, 2 qt., 1 box, 10 rolls, etc.
10. Estimated Unit Price: Show estimate of the unit price of the item.
11. Extension: Show extensions and a grand total of all prices. If discount is involved, this should be shown on a separate calculation above this and the net total price shown here. This figure will guide the Purchasing Department who will inform the requisitioning department if bids received exceed the estimated cost.
12. Available Balance: Funds available in account to be charged. Department can acquire this information by using a Wintegrate.
13. Date: Date department verified available balance.
14. Delivery Needed By: Date by which goods or services requisitioned are required for use. Please complete with actual date, not ASAP.
15. Suggested Source: Any reliable source known may be listed here. Additional sources may be listed on the body of the requisition. Vendor number and Federal Identification number will be provided by the department.
16. Signed/Approval: Signature of the Department Head or of his/her designated representative whose signature is on file with the Purchasing Office and any other signatures as indicated on requisition.
17. Computer Hardware and Software: The Director of Information Systems' signature is required when purchasing computer hardware and software.

C. Review

This policy/procedure will be reviewed annually by the Director of Purchasing.