

Policy No. 504

Area: Business Services

*Original signature is on file in
Administration & Finance*

Adopted: September 18, 1998

Certified by _____
Dr. Cynthia Jackson-Hammond
University President

Revisions Adopted: June 9, 2016

SUBJECT: Purchase Requisition Policy

The electronic purchase requisition is used to initiate the procurement of equipment, materials, supplies, and services.

1. The Purchasing Department uses the electronic requisition from the department as the basis for developing and issuing a formal purchase order to the vendor. The electronic requisition provides the Buyer with the necessary information to purchase the items listed and the authority to charge the costs to the requisitioning department's account.
2. Attachments to the electronic requisitions indicating the initiator has sought pricing information from vendors may be used as source documents but does not obligate the Buyer to utilize the suggested vendor or to circumvent purchasing policies regarding proper investigation and, if appropriate, competitive bidding.
3. The use of electronic requisitions or requisition numbers to place orders with vendors, for whatever reason, is strictly prohibited. All requisitions must follow appropriate channels.
4. When initiating an electronic purchase requisition, the following takes place: All requisitions are electronically sent to Purchasing first, and then follow the appropriate electronic approval process set up by Accounts Payable, each approver must approve the electronic requisition before it arrives into the Buyer's queue for final processing.
5. Vice Presidents must approve electronic requisitions \$2500.00 and over, and the President must approve electronic requisitions \$5000 and over. Computer purchases must have the approval of the IT Department prior to the purchase order being awarded.