

Policy No. 504

Area: Business Services

Adopted: September 18, 1998

Revisions Adopted: June 9, 2016; May 1, 2026

*Signature on file in the
Office of General Counsel*

Certified by _____
Dr. Morakinyo A.O. Kuti
University President

Subject: PURCHASE REQUISITION POLICY

After selecting a vendor through the appropriate procurement process in accordance with Policy 503 and the associated procedures, the purchaser must enter an electronic purchase requisition to initiate the purchase of the requested equipment, materials, supplies, and/or services.

1. The Purchasing Department uses the electronic purchase requisition (“requisition”) from the purchaser as the basis for developing and issuing a purchase order to the vendor under Policy 506. The requisition provides the Purchasing Department with the necessary information to issue the purchase order to purchase the items listed in the requisition and the authority to charge the costs to the appropriate University department’s account.
2. A requisition must include the following information or attachments: (a) a description of the items to be purchased and the associated cost; (b) a quote or proposal for the purchase; (c) the fully negotiated, approved, and vendor-signed contract, if applicable; (d) documentation of all required prior approvals for the purchase; and (e) documentation of the procurement process utilized to select the vendor from which to make the purchase in accordance with Policy 503 and the associated procedures.
3. The use of requisitions or requisition numbers to place orders directly with vendors, for whatever reason, is strictly prohibited. All requisitions must follow appropriate channels.
 - Any purchaser who authorizes and/or purchases goods or services without an active and executed purchase order in place shall be held personally liable.
4. After initiating a requisition, it is first electronically routed to the Purchasing Department, then it is routed to the approvers based on the dollar amount and the fund source. A purchase order can be generated only after all required approvers have completed their approval queues in Banner, and the requisition is returned to the Purchasing Department for final processing.
5. Vice Presidents must approve electronic requisitions from \$2,500.00 and above, and

the President must approve electronic requisitions from \$5,000 and above. Computer purchases must also be approved by the IT Department prior to the purchase order being issued.

6. The Purchaser will create and shall include the completed Purchasing Requisition Approval form with their requisition, evidencing the approvals noted above.