

Requisition Best Practices

Overview of Purchasing Process:

1. A requisition is completed. Depending on the dollar amount, the requisition goes through approvals or is forwarded to Purchasing Services for processing.
2. The requisition is turned into a purchase order which is faxed or mailed to the vendor
3. This purchase order acts as your order to the vendor and should thus contain appropriate information. The purchase order states that the purchase order number should appear on anything the vendor sends to the University including invoices and that invoices should be sent directly to Accounts Payable.

We ask that you follow this process as much as possible and alert us to any deviations.

Business Purpose: The business purpose of your purchase must be documented for tax purposes. A brief description of the purpose must be entered in the "Comments" section of the Self Service requisition, or if more space is needed, in the "Document Text No Print" section.

Attention To: Please put the physical location (not the mail number) where you want the delivery to be made along with the recipient's name in this field. For example: Sammy Smith Bldg XYZ Room 123. Only put *your* name and location in this field if *you* want to receive the package. Following this procedure will make sure that the package is delivered to its intended destination and prevent lost and misplaced packages.

Description: Complete commodity descriptions are very important in requisitions. We need to know the quantity of items being ordered (how many items come in a case for example), dates of events, book titles, order numbers, colors, sizes, and any other information that may be pertinent to your order being completed correctly. If you need more space than the "Commodity Description" field allows, click on the blue underlined number next to the "Commodity Code" field. This will open a box where you can enter printed and non-printed line item text.

Vendor Information: If you do not know the vendor ID and cannot find your vendor using the Code Lookup at the bottom of the requisition form, it's possible that vendor has not yet been entered into the Banner system. Type the vendor name, address, phone, and fax in the **Document Text** area and next time you go to enter a requisition for that vendor, you should be able to find their vendor ID.

Standing Orders: It may be convenient to set up a standing order for vendors that you frequently use. A standing order is established for the total amount you anticipate spending throughout the year. Notify Purchasing Services that you would like your requisition to be turned into a standing order, by entering "Standing Order for <starting date> through <ending date>" in the **Document Text** area. That way, you can place orders directly with your vendor and have them reference the same PO number on each invoice. These funds are encumbered. A standing order might be used for drinking water or other services that a department is billed for on a regular basis.

Invoices: If you are ordering your product before completing a requisition, please consider the following:

- **Confirming Order:** If the order must be placed over the phone, the requisition can and should be completed as a confirming order. Please mention this in the print area of the **Document Text** as "Confirmed order to vendor." This alerts Purchasing and the vendor that the order has already been placed and helps prevent duplicate orders.
- **Invoice in Hand:** If you already have an invoice for the product, you must still complete a requisition. In this requisition, please mention that the product and the invoice have been received in the **Document Text** by saying "Invoice #_____ has been received and will be forwarded to AP for payment." This will help prevent duplicate orders. After the requisition has been completed and approved, a PO number will be assigned. Once the PO is completed by Purchasing, the requisitioner will receive an automatically generated e-mail containing their PO number. **THE PURCHASE ORDER NUMBER MUST APPEAR ON THE INVOICE WHEN IT IS FORWARDED TO ACCOUNTS PAYABLE.**

By doing the requisition **after** you've received the invoice, you're circumventing the approval process by not giving your delegate or budget manager the opportunity to approve the items being purchased. Even if you would be approving the requisition yourself, completing the requisition before placing the order allows you to verify that you have the budget to make your purchase. When the PO number comes on the invoice, payment to the vendor is expedited.