



When to Submit a Purchase Requisition

Purchase Requisitions **Must Be** used for:

- Commodity purchases of \$3000 or greater

Purchase Requisition **Should Not Be** used for:

- Off campus food purchases
- Professional Services performed by individuals or corporations
- Subscriptions and Memberships
- Registrations
- Reimbursements
- Refunds
- Non-tangible items such as rentals, group travel, individual travel, catering, conferences, repairs, maintenance and software
- Commodity purchases for less than \$3000, unless a PO is required by the vendor

Other Purchasing Policies:

- Purchase Requisitions **must be** completed after pricing information has been gathered, but before the order has been placed
- Standing Orders are no longer allowed
- Capitalization level has increased to \$3000 per item
- New vendors must be approved before ordering product; a Form W-9 will be required and must be sent to Purchasing Services before a new vendor is set up.
- Additional information may be found under the section: Announcements & Training titled “New Purchasing Guidelines for Fiscal 2009

Benefits to Purchase Requisitions

- Encumbers the funds
- Purchase is approved before order is placed
- Provides vendor with a written copy of the order
- Provides vendor instructions and PO number for invoicing