

## Instructions for completing the online Purchase Requisition form

The online requisition form is very similar to the “old” paper copy. PLEASE COMPLETE THE NEW FORM ON YOUR COMPUTER, IT WILL MAKE IT MUCH EASIER TO READ. The new form can then be printed for signing by the person responsible for the funding source and forwarding to the Purchasing Department.

REMINDER: DO NOT SEND THE REQUISITION TO ANY VENDOR FOR ANY REASON. THIS IS NOT A PURCHASE ORDER!

NEW!

- Requisition Number: This section is now blank. Each department has been assigned a two digit number (see list below) that must be entered in the first Requisition Number field, you should use your own numbering system for the final 4 digits that go in the 2<sup>nd</sup> field so that you can track your requisitions.
- Approved by (Budget Authority) and Date: The person who has signing authority for the funds noted on the requisition will sign and date the form here once it is completed and printed. Purchase requisitions **must** be approved by the appropriate budget authority or signing authority before Purchasing can act on the request.
- Total dollar value: This is a calculated field.
- Date of Request: Enter the date that the requisition is completed.
- Department Charged: Enter the name of the department requesting the goods or service.
- Requested by: Enter the name of the person completing the form.
- Telephone #: Enter the telephone extension number for the person completing the form.
- Date Required: Enter the date that the goods or services are to be delivered to the end user, do not use asap. Please remember to allow for standard processing time within the Purchasing Department and for order filling and shipping time from the vendor. If there is a critical need, please note clearly on the form in the item description field.
- First Description Line: Enter here any special notes regarding issues like special delivery instructions, quote numbers, etc., if needed.
- Item Number: This reflects the number of line items listed on the requisition form. The on-line form only has room for 12 line items per form. Please use additional copies or attached sheets for more items.
- Quantity: Amount of each item requested.
- Unit: Describe how the items are packaged and/or will be sent (i.e. each, box, carton, lot)

- Description: Provide complete information on the product or service being requested. (please remember that Purch Dept personnel are not experts in every field on campus, a description in lay terms will be very helpful for coding and fixed asset identification) If possible, include a manufacturer name and model number. Note that you can only enter characters to the end of the line. Proceed to the next description line to complete the item description. If a vendor quote, product brochure, catalog page, or anything else that describes the item is available, please note “see attached” and staple a copy of references information to the req.
- Unit Price: Cost per each, box, carton, etc
- Extension: this is a calculation field.
- Vendor Section: Please complete as much as possible. If certain information is not known or available, Purchasing can fill in the blanks once we get the requisition. Do not combine commodities that are to be purchased from different vendors. Separate purchase requisitions should be prepared for each individual vendor. Similar items from the same source can and should be grouped together on the same requisition.
- Account Distribution: Use this box to identify the Banner Index or if more than one Index is being charged for the purchase. The indexes can be split by percent or by amount.

Once the form is completed, please print it, obtain the Budget Authority signature and forward it along with any attachments to the Purchasing Department. We will verify that the form is complete and that the information regarding the requested purchase is current and accurate and make adjustments and fill in the blanks as necessary. Note that if we identify any significant increase in total cost due to things like outdated vendor quotes or omitted shipping charges we will seek authorization from the department before proceeding with processing a purchase order.

As always, if there are any questions, please call Purchasing at x55148.

08/31/09

Department Numbers for first two digits of  
Requisition

Academic Affairs (VP's office)	22
Accessibility Services	23
Addiction Services	24
Admissions	25
Advisement Center	26
Akus Gallery	27
Alumni Affairs	28
Arts & Sciences (Dean's office)	29
Athletics	30
Auxiliary Services	31
Banner	32
Biology	33
Business Administration	34
Campus Ministry	35
Capitol Projects	36
Career Services	37
Center Educational Excellence	38
Center Community Engagement	39
Center Instructional Technology	40
CFDRC (children's portion)	41
CFDRC Prof Studies	42
Communications	43
Continuing Education	44
Counseling/Psych Services	45
CT Small Business Development Ctr	46
Economics	47
Education	48
English	49
Environmental Earth Science	50
Equity and Diversity	51
Executive VP office	52
Facilities	53
Finance & Admin (VP's office)	54
Financial Aid	55
Fiscal Affairs	56
Health Services	57
History	58
Honors	59
Housekeeping	60
Housing	61
HPE	62
Human Resources	63
Information Technology	64
Institutional Advancement	65
Institutional Research	66
Intercultural Center	67
Judicial	68

Learning Center	69
Library	70
Mail Services	71
Math & Computer Science	72
Media	73
Modern & Classical Language	74
Network Services	75
Performing Arts	76
Photography	77
Physical Science	78
Political Science, Philosophy	79
President's Office	80
Professional Studies (Dean's office)	81
Psychology	82
Public Safety	83
Registrar	84
Sociology	85
Student Affairs (VP Office)	86
Student Center	87
Sustainable Energy	88
Technical Services	89
Telecomm	90
University Relations	91
Visual Arts	92
Women's Center	93
Yearbook	94
Purch Assigned	95