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REQUISITIONS

Basic requisition entry

The formal record of a purchase and expenditure activity

Requisition Entry

Purpose – to start the purchase process for goods or services

- A requisition is the first step in making a purchase. It is the formal request to incur an expense to purchase goods or services and assures that the purchase is funded.



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Get Ready

Gather all information prior to entering the requisition

- A current valid quote
- Vendor and Delivery contact name, e-mail, and number
- Account codes, e.g. 53900 (office supplies) , Category codes, e.g. 61581 (staples)
- Supporting documents as applicable:
 - Sole Source justification
 - Brand Guide approval
 - Certificate of insurance
 - OIT approval



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Create Requisition

These data fields provide the framework for the requisition to PO process. At the requisition default page enter:

- Buyer (optional), Kimberly August (goods), Lidia Quiroga/Melissa Hernandez (services/contracts)
- Vendor Supplier number – Vendor number from People Soft
- Account code – Number designating a general description of products, e.g. 54358 (computer equipment)
- Category code – Number providing a more specific product description, e.g. 20448 (keyboard)
- Unit of Measure, e.g. LOT, EA, or MO
- Due Date – The date the vendor has promised to deliver
- Speed type – A five digit number representing the cost center/chart field string



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Add Requisition Comments

To provide additional information to facilitate the acquisition

- Quote number
- Delivery/department contact name, number, email
- “Use Standard Comments” link, and enter CHC at the Comment type and Comment ID data field, then select OK
 - Enter CHC to record begin/end dates for licenses, subscriptions,
 - PO amount,
- Vendor contact name, number, email
- Advance pay and/or delivery instructions
- Click the send to vendor box to save comments



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Add 1 Line Per Item Requested

Details for the purchase

- Description – Limited products
- Information, e.g. Office supplies, or item#, model#, part#
- Quantity 1 for Lot UoM, or specific quantity for EA UoM
- Unit of Measure (UoM), choose EA if <10 lines, or LOT if >10 lines
- Category Code
- Price/Rate
- Line comments for unlimited Description and details for LOT purchase, e.g. computer equipment



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Add Schedule/Distribution Information

To assign a cost center by speed type

- Select Red Spreadsheet (schedule icon)
- Select page with 3 arrows (distribution icon)
- Enter account code
- Enter speed type
- Save
- Print requisition coversheet



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Document Upload

Documentation is required for all expenses and is available for auditor review.

- Signed requisition coversheet
- Current valid quote
- As it applies:
 - Sole source justification
 - Standard contract addendum (SCA)
 - Certificate of insurance (COI)
- Secondary departmental approval e-mails:
OSP, OIT, Brand Guide,
- Split funding approval, e.g. signed coversheet



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Budget Checking & Source

- Save
- Budget check
 - If budget check fails, resolve with your DBA or CBA
- Identify the Source –
 - Department with cost center approval authority.
Source rarely needs to be changed unless another department, e.g. Provost, FMC, EIH, funds the purchase. If they do then change source to funding department for their CBA/DBA approval.
- Split cost center approval
 - Have 2nd cost center approver sign requisition coversheet and upload in documents.



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Route to

Who else needs to approve and in what order?

- Secondary approvals – OIT or OSP
 - If OSP and OIT must approve, upload OIT approval e-mail or signed coversheet by OIT, then route to OCG (OSP)
- Brand Guide approval is not a routing option
 - Upload brand guide approval in documents
- For OIT approval, route to UCT (now OIT)
- For OSP approval, route to OCG (now OSP)
- If OIT or OSP approval is not required, the default route is Purchasing



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Submit:

Requester submits, cost center manager approves,
secondary department approves, PS routes to Procurement

- At approval action select APPROVE, then choose “Apply” to submit into workflow
- Requisition then flows first to source cost center approver (DBA/CBA)
- Next to secondary departmental approver, e.g. OIT or OSP
- Finally on the Procurement Worklist for processing to PO.



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Do's and Don'ts

Do's

- Check your quote date
- Allow approval and processing time for license renewals, legal review where applicable, and quote expiration
- Upload all documents in one single pdf

Don'ts

- Forget signed coversheet
- Forget to upload OIT e-mail approval, if more than one secondary approval is required
- Upload unnecessary documents, e.g. e-mail strings
- Upload individual pdf files



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