


PROCEDURE

Subject	Purchasing- Requisitions	Number: 5.18.02
Source	Vice President, Finance and Administrative Services	Reference (Rule #) 6HX14-5.18
President's Approval/Date:	 7/24/2018	

PURPOSE:

In order to optimize and offer a responsive purchasing system, faculty and staff shall endeavor to follow a set list of purchase order requisition procedures that will affect an accurate and timely receipt of goods and or services. Deviation from this process can cause delays, additional costs, returns, additional work and frustration to all concerned. A step-by-step process has been developed by the Coordinator, Procurement to implement and maintain an orderly flow of requisitions and Banner entry accuracy.

If followed correctly, the requisitioner shall save time, money, and College resources and will have a satisfactory purchasing experience. Avoiding these steps will create errors, which in many cases cannot be reversed from the system. This causes, in many instances, the need to completely back out an order and start over. Requisitioners should always check budgets prior to proceeding to place orders.

PROCESS:

The following process shall be adhered to when placing orders through the Department of Business Services:

- Utilize the Banner system to initiate all requisitions.
- Detailed instructions on how to create a requisition in Banner may be provided by the Department of Business Services.
- Requisitions should be prepared well in advance to avoid creating emergency purchase orders.
- Procurement shall make recommendations for changes in specifications and/or substitutions of available items that may better serve the requisitioner's needs.
- Procurement shall research competitive prices and terms for the best possible products/services that will meet the requesting department's requirements. Procurement

shall also research consortia and cooperative purchasing agreements and state term contracts that may be available.

Backup documentation shall include vendor's quote; screen print from vendor's web site of item with information such as descriptions / pricing; emails / faxes; scope of work; technical specifications; Xerox copies of pertinent catalog pages