Requisition For Supplies, Equipment, and Software

To process a requisition for supplies, equipment or software:

1. Request a quote from vendor for items

2. Complete *Requisition Request Form* and be sure to provide:

    a. Budget number

    b. Room location

    c. Budget manager approval

3. Submit completed *Requisition Request Form* with current quote to the Business Office.

4. Once the process is completed, the purchase order (PO) is dispatched and the copy of the PO will get sent to the vendor to the email on file.

5. The Business Office will email the requestor the PO number when available.

6. Requestor: When placing the order please use the PO that is given and please request the vendor to reference PO on their invoices.

Things to keep in mind:

❖ If unsure if a vendor is approved in the system, please contact the Business Office to confirm.

❖ If the vendor is not an approved vendor in the system, a *Supplier Intake* and *W-9* will be needed after confirming with the vendor they do accept purchase orders, checks and NET30.

❖ Due to new requirements from District Purchasing in which they need to confirm the vendor is registered with sam.gov to be able to be paid using federal funding, please submit requisitions at least 3 weeks in advance.

❖ If the total of quote exceeds $10,000 overall, two additional quotes from different vendors will need to be submitted as well for the same items and/or services.

➢ Exceptions:

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    - Vendor has a cooperative agreement; agreement number has to be included within the quote.
    - Vendor is the sole proprietor of the item/service being quoted for, a sole proprietor letter needs to be submitted.
- ❖ Receiving
  - ➢ All supplies and equipment should be delivered by our Stockroom to your department.
  - ➢ If the vendor delivers items to the department directly please contact the Stockroom right away so they can receive items in PeopleSoft and asset tag them if needed.

Do not place an order with the vendor until a purchase order has been confirmed by the Business Office

Forms links:

- ❖ [Requisition Request Form](#)
- ❖ [Supplier Intake](#)
- ❖ [W-9](#)