

PROCEDURE

Number: 73-03
Title: Purchase Requisition
Responsibility: Vice President of Finance and Administration
Original Approval Date: 06/15/2004
Last Cabinet Review: 07/08/2025
Last Revision: 06/19/2025

Reference (Policy and/or Procedure)

SBTCE:

FDTG: Policy# 70-32 Purchasing

Other:

Procedure Description

I. PURPOSE

A purchase requisition is necessary prior to the issue of an official purchase order. Office supplies purchased in the bookstore do not require a purchase requisition. Purchase requisitions must include the following information:

Step 1: Date and Date Required: To be completed by initiator.

Step 2: Reason for purchase: Initiator should be explicit.

Step 3: Initiator: Name of person originating request.

Step 4: Department: Initiator should list the name of the department for which the purchase is made.

Step 5: Quantity and unit of measure must be completed.

Step 6: Description: A full description must be given with complete specifications. Manufacturers and model number of equipment should be included along with a copy of the quote.

Step 7: Unit Price and total price: One price should be given by the initiator. This price will normally be a price from a quote or from information received by phone. (The

initiator cannot make commitments on behalf of the institution.) The amount given by the initiator on the requisition is a tool for the benefit of the initiator for maintaining budget control.

Bidding procedures, if required, are exercised upon receipt of purchase requisitions. Requisitions should be turned in at least two weeks in advance for bidding evaluation. Please refer to the FDTC Purchasing Manual.

Step 8: List any individual contacts and the name of the vendor.

Step 9: Appropriate signatures: Necessary signatures should be obtained. 2 signatures are required: Initiator and the division's Department Head, Associate Vice President, and/or Vice President.

Step 10: Account number: This should be completed by the initiator or department head. Each department being aware of its budget allocations and account classifications, must insert the proper account number.

No purchase is authorized until the Purchasing Office issues a formal purchase order.