# **BEREA COLLEGE**

# **Requisition Processing**

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Pages	1-5
Approval:	On File in Purchasing

#### 1.0 Purpose

This procedure describes steps to prepare and submit a purchase requisition.

#### 2.0 <u>Definitions</u>

**Proposed Vendor**: Customer states vendor they propose to use to acquire goods or services. Purchasing Manager retains the right to, in coordination with customer, select alternate vendor.

**Leadtime**: Period of time between placing the order and receipt of goods or services.

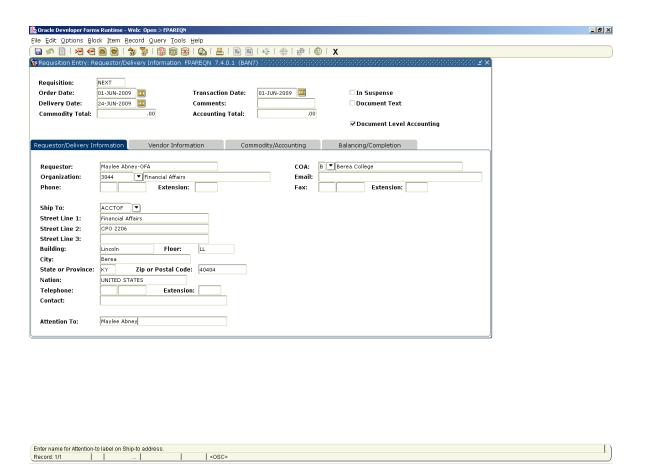
**Commodity**: Item(s) to be purchased

FOAP: The account number, (fund, org, account, program) to be charged

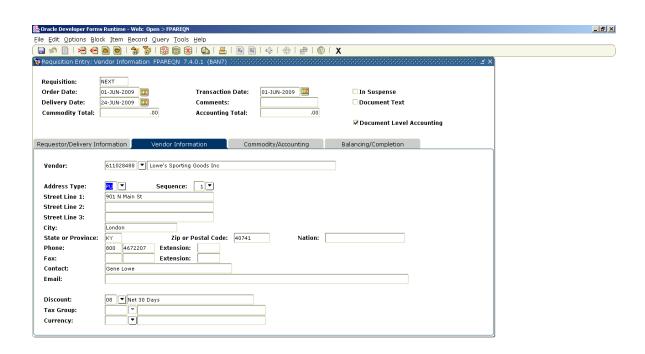
**Encumbrance**: The amount of the purchase requisition that will be encumbered to pay for the goods or services.

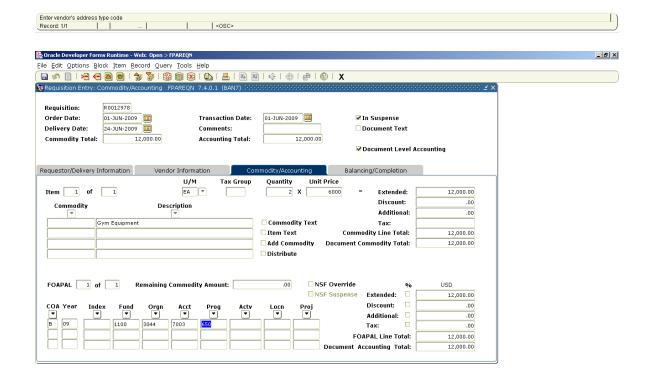
### 3.0 Procedure

3.1 Open screen FPAREQN (see screen shot below) type NEXT in the requisition field, control page down, then input information pertaining to this purchase requisition.



3.2 Next block through the screens inputting all required information (vendor, payment terms, FOB code, item description(s).



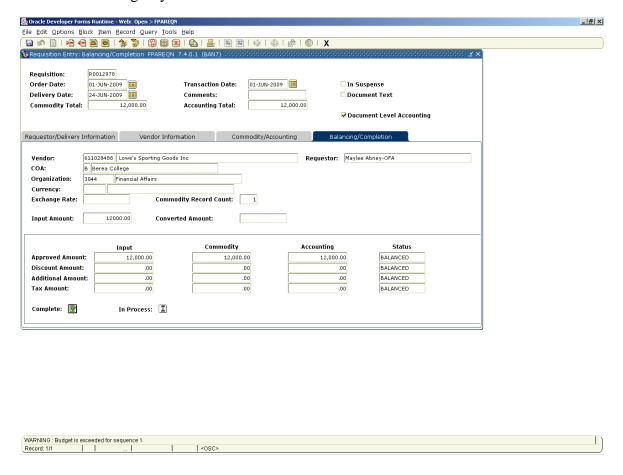


Enter program code

Record: 1/1

... | <08C>

3.3 When you reach the "Complete" screen, click complete, and write down requisition number in a log of your choice.



Requisition is routed to Purchasing for conversion to purchase order.

- 3.6 Forward all supporting documents, i.e. quotes, request for competitive bid waiver, proposed contracts, etc to Purchasing Manager.
- 3.7 Within 1-3 days after requisition is submitted, provided proper documentation is approved by Purchasing Manager, you will receive the original purchase order. Keep PO until goods or services are received, then submit with invoice to Accounts Payable for payment. (See procedures for receiving and payment of purchase orders.)

#### 4.0 <u>Instructions (Paper Requisition)</u>

- 4.1 Access requisition form from the public folders in Outlook under Business and Finance. Complete all sections and forward, with proper signatures to Purchasing Manager.
- 4.2 Forward all supporting documents, i.e. quotes, request for competitive bid waiver, proposed contracts, etc to Purchasing Manager.

4.3 Within 1-3 days after requisition is submitted, provided proper documentation is approved by Purchasing Manager, you will receive the original purchase order. Keep purchase order until goods or services are received, then submit with invoice to Accounts Payable for payment. (See procedures for receiving and payment of purchase orders.)

# 5.0 Forms and Records

- 5.1 Quotes
- 5.2 Competitive Bid Waiver Request form
- 5.3 Vendor W-9 (if new vendor)
- 5.4 Vendor Qualification Form (if required, see Purchasing Policy pg. 14 Supplier Relationships and Selection.)
- 5.5 Certificate of Liability and Workers Compensation Insurance (if applicable, see Purchasing Policy pg 13 Risk Management

## 6.0 Equipment/Software

6.1 Banner

### 7.0 Related Documents

7.1 Purchasing Policy