General Purchase Requisition Handbook

Situations May Vary
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How to Generate a PO:

To generate a purchase order (PO), you must first submit a purchase requisition. Please follow the link below: Attached is a sample req so that you can see what the requisition will look like when you send it back to us.

https://inside.southernct.edu/procurement-services/requisition-form
Requirements Based on Total Amount of the Requisition

- If the requisition has a total amount **under $5,000.00**
  - Your signature alone is fine in the 'Approved By' section.

- For requisitions that are **$5,000.00 and above**
  - Your signature, as well as an additional signature from the VP, AVP, or Dean (whoever you report to) is required.

- Requisitions **over $10,000.00** need any of the following:
  - A state/SCSU contract #
  - Sole Source Solicitation
  - 2 additional quotes
**Description Box**

Please type in the exact information from the invoice or quote, and/or, be specific about what the purchase is intended for.

- This helps us *(procurement)* better understand:
  - Processing Time (Payment & Delivery Due Date)
  - How to Proceed (Send PO Vendor or Send PO to Accounts Payable)

- If the description is long winded, then it may be better to specify the purchase intention.
FOAP String

- Please make sure you include information for each of the following codes:
  - Index
  - Fund
  - Org
  - Account
  - Program

Attachments

- Along with the requisition, always attach either a quote or invoice that aligns with the total amount of the purchase requisition.

Vendor is New to SCSU

- Please include a W9 if we have never worked with the vendor.
  - Request this information from the vendor’s contact person.