

General Purchase Requisition Handbook

Situations May Vary

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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.