

General Purchase Requisition Handbook



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PRIMARY VENDOR: FEIN Number: 872820 Vendor Name: [REDACTED] Inc. Contact Person: Lisa [REDACTED] Email: [REDACTED] Address: [REDACTED] City, State, ZIP: Bridgeport, CT 06610 Phone #: [REDACTED] Fax #: [REDACTED]		If the requisition total exceeds \$100, the following information is required: Is vendor a state employee?* No Does an immediate family member of the vendor work as a state employee?* No
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Fund	Org	Account	Program	Percent	Amount
SECRET		701403		[REDACTED]	\$2,512.50
[REDACTED]		[REDACTED]		[REDACTED]	[REDACTED]

*CGS Chapter 10, Sec 1-84(i) "Immediate family" means any spouse, children or dependent relatives who reside in the individual's household.

FOR PURCHASING DEPT USE ONLY:

Assigned to	FOB Code	Terms	Delivery Date	PO#
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Purchase Requisition Requirements Based on Total Amount of the Requisition

For requisitions that are **under \$5,000.00**

- Your signature alone is fine in the 'Approved By' section.

For requisitions that are **\$5,000.000 and above**

- Your signature, as well as an additional signature from the VP, AVP, Provost or Dean (whoever you report to) is required.

For requisitions that are **over \$25,000.00**

- A state/SCSU contract #
- Sole Source Solicitation
- 2 additional quotes

Description Box

- (1) Type in the exact information from the invoice or quote, and/or;
- (2) Be specific about what the purchase is intended for

This helps Procurement Services determine how to proceed. If the description is long winded, it may be better to specify the purchase intention.

Purchase Requisition Processing Times

Processing times are dependent on the time of year. Generally it should take Procurement anywhere from four (4) days to one (1) week to process requests.

The beginning of the fiscal year (07/01) prolongs processing times due to an influx of requests

What Does Procurement Services Do with Requisitions?

Procurement Services turns the requisition into a Purchase Order. Each purchase goes through three (3) phases of approval:

1. Requisition Budget Approval
2. Purchase Order Budget Approval
3. Purchase Order Final Approval

Purchase Order Disbursement

Requisition with Invoice:

- (1) Procurement Services sends the PO to Accounts Payable
- (2) Check Run Days = Wednesdays

Requisition with Quote/Estimate:

- (1) Procurement Services sends the PO to the Vendor
- (2) The Vendor sends an invoice to the buyer
- (3) The buyer sends an invoice to Accounts Payable

Payment on Purchase Order

Procurement Services DOES NOT process payments. After PO distribution, Procurement Services is solely responsible for record keeping and change orders/cancellation requests.

How to Create a Change Order

- (1) Create a new requisition
- (2) The total amount should reflect the amount that is being changed.

The description should read:

“Change order on [Insert PO #] to increase the total amount by \$_____ for [Reason Why Change is Required]. New PO Total should be \$_____ [Add previous amount to the change amount]”

Ship To Addresses

The 'Ship To' address is automatically generated by the Org # provided. Unless there is a switch in financial managers (which has to be indicated by the department) the 'Ship To' address remains the same. If the ship to address is changed, it will affect all future POs tied to the provided Org #.

