



**MISSOURI WESTERN STATE UNIVERSITY PURCHASING PROCEDURES MANUAL –  
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## INTRODUCTION

The Purchasing Department of Missouri Western State University is a supporting service of the campus. Our objective is to provide procurement services to all campus departments. Major goals of our department are to provide high quality goods and services in a timely fashion at a fair and competitive price.

In order for Missouri Western to comply with Chapter 34, Revised Statutes of Missouri, and the State of Missouri's University Procurement Authority Delegation and Procedures, it is necessary that this Policies and Procedures Manual be adhered to or the University runs the risk of having our purchasing authority rescinded and returned to the State Division of Purchasing and Material Management in Jefferson City. This delegation is subject to random compliance reviews by representatives of the State Division of Purchasing and Materials Management.

To enable the Purchasing Department to attain these goals, departments must plan their requirements as far in advance as possible. This will allow our department to provide more effective and efficient service to the campus.

## DEFINITIONS

**Encumbrance:** Allocation of funds to pay for a proposed expenditure.

**Expenditure:** Payment of an invoice for goods or services.

**Purchase Order:** A form assigned to a vendor stating all terms and conditions of a proposed purchase transaction.

**Purchase Requisition:** An internal form by which a department requests the Purchasing Department, in detail, to obtain materials or services to meet their needs. (THEY ARE NOT TO BE SENT TO VENDORS NOR SHOULD THE NUMBER BE GIVEN TO VENDORS---UNDER ANY CIRCUMSTANCE.)

**Emergency Purchase:** Departmental emergencies will be handled on an individual basis. (Please contact the Purchasing Office to discuss specific situations.) Although an emergency procurement requires immediate action, in accordance with Section 34.045 RSMo, emergency procurement must be made with as much competition as is practicable under the circumstances. An emergency condition is statutorily defined as a situation in which "there exists a threat to life, property, public health or public safety or when immediate expenditure is necessary for repairs to state property in order to protect against further loss of, or damage to, state property, to prevent or minimize serious disruption in state services or to ensure the integrity of state records."

## DO ' S and DON ' TS\*

1. Items that cannot be purchased from departmental operating budgets include, but are not limited to:
  - Personal Gifts
  - Flowers /Plants
  - Greeting Cards
  - Attaché' Cases or other personal items
  - Alcoholic Beverages
  - Retiree Luncheons or Parties
  - Graduate's Luncheons or Parties
  - Water/Coffee Services
  - Office Décor
  - See Accounting Services' Accounting Procedures Manual – Reasonable and Necessary Section.
  
2. All orders for University related printing are required to go thru Campus Printing as of 7/1/2002. Also, large copying jobs are to be sent to Campus Printing.
  
3. All food purchased for on campus departmental functions is to be furnished by Campus Dining unless authorization is obtained beforehand.
  
4. Any payment for business meals or entertainment must be accompanied by an agenda and a complete listing of all individuals that are present. Approval from the Division Vice President must accompany all Campus Dining or other food vendor invoices. Also, the department must note on the invoice if grant money is being used or not.
  
5. Sales Tax will not be reimbursed except for food during travel.
  
6. Chapter 105 of the Revised Statutes of Missouri, clearly addresses Conflict of Interests, as does the MWSU Policy Guide; it is your responsibility to comply with these applicable requirements.
  
7. Certain items are required to be purchased utilizing State of Missouri contracts. Those items are insurance, printing and copying equipment, vehicles, and car rental.

## PURCHASE REQUISITION

**Banner Online Requisition:** Each department will use Banner Self Service to enter purchase requisitions via Goldlink. Once the requisition is completed it will be electronically routed through the Banner system for the appropriate approvals. Approval Instructions are a part of Attachment A - Instructions - Self-Service Requisitions.

**Hard Copy Purchase Requisition.** A hard copy (paper) requisition should be used instead of Banner online requisitions in the following situations:

- Standing Orders –an agreement with a vendor to purchase specific type of goods over the period of one year.
- Orders between \$3,000-\$4,999 can use the GoldLink- Banner Self Service or a hard copy requisition. ***In both cases bid documentation must be sent to Purchasing.***
- Orders over \$5,000 requiring a Formal Bid Process
- Requisitions with more than five (5) line items
- Requisitions with charges to multiple organizations or for organizations which the requestor does not have access
- Missouri State Contract Purchases

*A Purchase Requisition is an internal document and at no time should be given to a vendor.* The purchase requisitions are to be submitted to the Purchasing Department, which will then take appropriate action in order to acquire the item or items requested. Paper requisitions should be submitted PRIOR to any acquisition of goods or services. Since all requisitions (On-Line or Hard Copy) will go through the on-line approval process there is no need to get manual approvals on the hard copy purchase requisitions except in the case of a Formal Bid (See Section C).

### **Procedures for Hard Copy Requisitions-see Attachment B:**

1. Purchasing will issue pre-numbered (paper) requisitions to the departments.
2. Departments are to fill out sections 1, 2, 3, 11, 12, Unit Cost, Unit Measure and Extended Cost.
  - a. Section 1, date of request, and name of requestor and in the case of a formal bid the signature approval of the appropriate department approvers.
  - b. Section 2, (date needed) **must** be completed in order for Purchasing to process orders in a timely fashion.
  - c. Section 3, complete vendor address is necessary, unless the requisition is for a formal bid. If this is a new vendor, you must obtain a W-9 before the requisition can be entered into Banner. The W-9 needs to be sent to Purchasing so a new vendor ID can be issued. In the case of a formal bid, the Purchasing Department will obtain the W-9 and insert the complete address when bid is awarded.
  - d. Section 11, Descriptions should be clear and the necessary information provided to allow for purchase of item(s).
  - e. Section 12, Unit Cost, Unit Measure and Extended Cost must be included in the information provided. In the case of a formal bid, an estimated cost can

- be included.
- f. If a vendor is the sole source for a particular item(s), and the amount is over \$3,000 this must be clearly stated. See Section J regarding Sole Source Provider. A written justification must be sent to the Director of Purchasing outlining what steps have been taken to ensure that there is only one provider of the product or service that you wish to use or purchase. A letter from the vendor is not a valid justification of sole source. Approval from the Director must accompany the paper requisition.
  - g. Submit requisition in a timely manner to allow for review of purchase order, travel time to vendor, processing of order by vendor, and shipment of item to the university, as well as delivery of item to the ordering department by Central Receiving.
3. After completion of the requisition, the department retains the pink copy and forwards the white and yellow copies to the Purchasing Department.
  4. Purchasing will enter the requisition which will be routed for on-line approvals and generate a purchase order. If the requisition is over \$3,000 but less than \$4,999 all bid documentation must be attached. See Section B. A formal bid is required for purchases over \$5,000 unless pre-approved by the Director of Purchasing. See Section C.
  5. When a purchase order is assigned to a requisition, the yellow copy of the requisition and the Receiving copy of the purchase order will be returned to the department. **Upon receipt of the merchandise or service**, the department signs the receiving copy of the purchase order and returns it to the Purchasing Department. The department will retain the pink and yellow copies of the requisition for their files.

If the purchase order is for capital assets, a Capital Inventory Information Sheet (Goldenrod in color) will be attached to the Receiving copy for each item, see attached Example. Once the asset or assets are received, the receiving copy and the completed inventory sheets must be returned to the Purchasing Department.

## **PURCHASING GUIDELINES**

### **A. PURCHASES UNDER \$3,000**

Supplies and Services under \$3,000 may be procured using purchase orders, procurement cards or personal reimbursement methods. When using the procurement card for purchases refer to the Accounting Services' Procurement Card Policy Manual.

#### **EXCEPTIONS:**

- Prevailing Wage jobs (contracted labor/installation). Contact the Purchasing Department.
- Computer hardware and software over \$250 must be procured by the Information Technology Department to ensure campus wide consistency and to take advantage of the best possible pricing contracts.

- Capital Asset purchases, see Fixed Assets Policies and Procedures Manual.
- Printing /Publication/Large Copying projects and copy paper purchases are to utilize the campus printing department.
- Construction/Repair to any University property or offices must be pre-approved by Physical Plant

**REMINDERS:**

- Purchases shall not be split between multiple PO's or procurement card purchases to the same vendor or to multiple vendors as a way to circumvent the \$3,000 bid limit.
- Supplies and services that are needed repeatedly throughout the year should be competitively bid and a standing purchase order established with the vendor, whenever possible.
- Capital assets with a value of over \$1,000 or any sensitive item (computer, camera, electronic gaming systems, etc.) must be purchased using a requisition in order to be properly recorded in the University's inventory. A Capital Inventory Information Sheet (Goldenrod in color) must be properly filled out for each capital asset. (See Attachment C)
- Missouri Vocational Enterprises is a State sponsored program to rehabilitate offenders within the Missouri Department of Corrections. MVE has several supplies and services and if possible should be checked before making any purchase to see if they have the service or supplies available. Their website is [doc.mo.gov/mve](http://doc.mo.gov/mve) and their phone number is 573-751-6663. Purchases from MVE are exempt from the bid process.
- Supplies and services over \$3,000 must be competitively bid using the informal or formal bid process.

**B. INFORMAL BID: PURCHASES OF \$3,000 - \$4,999**

Informal bids must be acquired for purchases of \$3,000 - \$4,999. The departments may obtain quotes from at least three vendors and forward those quotes to the Purchasing Department with the purchase requisition, or if the requisition is entered into the Banner Self Service system, the quotes should be forwarded to the Purchasing Department with the requisition number clearly marked on the documentation.

If the item that is being bid has different capabilities from vendor to vendor, then a spreadsheet listing all of the various requirements and capabilities should be completed in an Excel format with the cost from each vendor (there should be a fax or email substantiating the cost). In most situations, the lowest bidder will be chosen, if not, a written explanation as to why will be required.

**C. FORMAL BID: PURCHASES \$5,000 - \$24,999**

Pre-Approval: The department must acquire pre-approval either via email or signatures on the hard copy (paper) requisition. Academic departments must obtain pre-approval from the appropriate Chair of the Department, Dean of the Division and Vice Provost. Financial departments must obtain pre-approval from the appropriate Director and Vice President. The Athletic department must obtain pre-approval from the Athletic Director and the President.

Formal bids from the Purchasing Department must be acquired for orders over \$5,000.00. This

requires two to four weeks for processing, provided that all of the following information given to the Purchasing Department is complete and accurate: 1) Bid specifications and conditions, 2) At least three vendor names, addresses, phone numbers and email addresses (if available) 3) Properly pre-approved paper requisition. The Bid Specifications and vendor list must also be submitted to the Purchasing Department in a Microsoft Word document or in an Excel Spreadsheet via email. The Director of Purchasing has the discretion to determine whether a formal bid is required or written/faxed quotes will be accepted.

#### D. PURCHASES \$25,000 AND ABOVE (REQUIRES ADVERTISING)

Formal bids from the Purchasing Department must be acquired for orders over \$25,000.00. This requires the same formal bid requirements as stated in Purchases of \$5,000 - \$24,999, and in addition, this purchase requires advertising. Please allow additional time for processing when advertising is involved.

##### Advertising

Construction projects over \$25,000 must be advertised for one day in two daily newspapers. One advertisement must be within the county where the work is located, and the second can have no less than fifty thousand daily circulation.

Supplies and Services over \$25,000 must be advertised for one day in two daily newspapers in general circulation at least five days before the bids are to be opened.

#### E. PURCHASES OVER \$100,000 (REQUIRES BOARD APPROVAL)

Formal bids from the Purchasing Department must be acquired for orders over \$100,000.00. This requires the same formal bid requirements as stated in Purchases of \$25,000 – And Above, and in addition, this purchase requires Board Approval.

##### Board Approval

Board of Governors approval is required for all purchases over \$100,000 (except for purchases from State Contracts and Sole Sources.) The Board meets on the 4<sup>th</sup> Thursday of the month (except for no meeting in July and November. The November/December meeting is combined and held on the 2<sup>nd</sup> Thursday in December). Bid openings and evaluation must be completed by two Mondays before the Board meeting to be added to the agenda.

Plan for additional days to complete the bid process if any of the following is required:

- Board of Governors approval is required
- Pre-Bid conference required
- Holidays
- Purchasing Manager workload

##### Advertising

Construction projects over \$100,000 must be advertised for two days in two daily newspapers. One



advertisement must be within the county where the work is located, and the second can have no less than fifty thousand daily circulation.

Supplies and Services over \$100,000 must be advertised for one day in two daily newspapers in general circulation at least five days before the bids are to be opened.

#### F. PURCHASES INVOLVING CONTRACTED LABOR/INSTALLATION

All projects for construction, major maintenance and major repairs must pay no less than the prevailing hourly rate of wages as determined by the Department of Labor and Industrial Relations and must comply with the requirement for the current Annual Wage order as stipulated in Chapter 290 RSMo.

The following paperwork will be attached to the Prevailing Wage Purchase Order by the Purchasing Department when it is sent to the vendor:

##### UNDER \$5,000

- Annual Wage Order in effect at the time of bid solicitation
- Affidavit of Compliance
- OSHA Training Alert

##### OVER \$5,000 IN ADDITION TO THE ABOVE THE VENDOR MAY BE ASKED TO PROVIDE:

- Signed and Notarized Work Authorization Affidavit
- E-Verify – MOU Signature Pages

##### OVER \$25,000 IN ADDITION TO THE ABOVE PREVIOUS THE VENDOR MAY BE ASKED TO PROVIDE:

- A Bid bond in the amount of 5% of the total amount bid by the vendor at the time of submittal of vendor's response to the Invitation for Bid.
- A Performance, Material and Labor bond from the vendor awarded the contract for the entire bid amount.
- A Certificate of Liability Insurance with MWSU listed as an additional insured

#### G. PURCHASING AND LEASING OF EQUIPMENT AND SUPPLIES

Purchasing and leasing of equipment and supplies for the University is conducted in accordance with State Statutes and Guidelines established by the State Purchasing Office. The President of the University, and/or his/her designees, are authorized to establish internal policies and procedures and may execute purchases and leases on behalf of the University. Approval of the Board of Governors is required for the purchase or lease of any supplies or single item of equipment for which the cost is \$100,000 or more.

#### H. EMERGENCY ACQUISITIONS

The President and/or his/her designee of the University are authorized to issue emergency offers of purchase or lease for equipment and supplies, for which the cost is \$100,000 or more in instances deemed to be an emergency situation and which need to proceed prior to the next meeting of the

Board. The term “emergency situations” shall mean a situation which poses a threat to life, property, public health, public safety or when an immediate expenditure is necessary for repairs to University property in order to protect against further loss of, or damage to, University property, to prevent or minimize serious disruption in University services or to ensure the integrity of University records. Even when an emergency situation exists, procurement shall be made with as much competition as is practical under the circumstances.

#### I. PROCUREMENT OF CONTRACTED SERVICES

The procurement of contracted services for the University is conducted in accordance with State Statutes and Guidelines developed by the State Purchasing Office. The President of the University, and/or his/her designees, are authorized to establish internal policies and procedures for the procurement of such contracted services and the employees designated in such policies and procedures may procure such services for the University. Approval of the Board of Governors is required for the selection of all contractors and/or consultants providing professional and/or other services to the University for which the cost is expected to exceed \$100,000.

#### J. SOLE SOURCE PROVIDER

The requirement for competitive bids or proposals for supplies may be waived by the President and/or his/her designee when a determination has been made that there is only a single feasible or sole source for the supplies. A single feasible or sole source exists when:

- Supplies are proprietary and only available from the manufacturer or a single distributor.
- Additions to a system must be compatible with the original equipment.
- Factory authorized maintenance must be utilized in order to maintain validity of a warranty.
- Only one (1) type of computer software exists for a specific application.
- The materials are copyrighted and are only available from the publisher or a single distributor.
- The services of a particular provider are unique, e.g. entertainers, authors, etc.
- Based on past procurement experience, it is determined that only a single distributor services the region in which the supplies are needed.
- Supplies are available at a discount from a single distributor for a limited period of time.

All sole source purchases over \$100,000 shall be reported to the Board for ratification at its next regular meeting. All requests for sole source purchases over \$3,000 must be submitted to the Director of Purchasing and/or his/her designee.

#### K. COOPERATIVE PURCHASES OF SUPPLIES WITH OTHER GOVERNMENTAL ENTITIES

The President and/or his/her designees may purchase supplies in cooperation with the State of Missouri, other states or by utilizing cooperative purchasing agreements, where these entities, for purposes of economies of scale, have competitively bid the purchase of such supplies. In such cases, the purchase of such supplies shall not require the approval of the Board.

#### L. COMPUTER EQUIPMENT AND SOFTWARE

Computer hardware or software purchase over \$250 must go through the Information Technology department to ensure campus wide consistency and to take advantage of the best possible pricing available to the University.

## **PURCHASING DEPARTMENT INTERNAL RESPONSIBILITIES**

The responsibilities within the Purchasing Department are divided so that a particular individual can more readily answer questions within a certain area. While questions can be answered by all personnel in Purchasing, your questions can be answered more quickly if they are directed to the individuals as outlined below:

### **PURCHASING ADMINISTRATIVE ASSISTANT - X4464**

1. Inquiries regarding:
  - a. Review and process requisitions.
  - b. Cancellation of requisitions.
  - c. Processing of purchase orders.
  - d. Partial payments of orders.
  - e. Processing of purchase orders for payment
  - f. Copier contracts

### **PURCHASING MANAGER - X4465**

1. Inquiries regarding:
  - a. MWSU Procedures and State Statutes
  - b. State Contracts and Cooperative Purchasing Agreements.
  - c. Budget encumbrances and expenditures
  - d. Formal and informal bid policies and procedures
  - e. Issuance of Purchase Orders after Formal Bid
  - f. Prevailing Wage Information
  - g. Problems with vendors

### **DIRECTOR OF PURCHASING – X4582**

1. Inquiries regarding:
  - a. MWSU Procedures and State Statutes
  - b. Budget encumbrances and expenditures
  - c. Problems with vendors
  - d. Sole Source requests
  - e. Surplus property

## **ATTACHMENT A**

## INSTRUCTIONS – SELF SERVICE REQUISITIONS

[www.missouriwestern.edu](http://www.missouriwestern.edu)

<b>Goldlink</b>	Enter secure access login
<b>Employee</b>	Click
<b>Banner Self Service</b>	Click
<b>Finance</b>	Click
<b>Requisition</b>	Click

If you start a requisition, you must finish it. If you go away from the desk for an extended period of time, the system will lock you out. The process will have to be started over from scratch.

**Transaction Date and Delivery Date** Has to be the same – current date- should populate automatically

**Vendor ID** If you know the vendor ID put it in here. If not you will need to go to the bottom of the form and do a search. See the Code lookup section for instructions. If using a New Vendor must send a W-9 to Purchasing to have vendor set up in the Banner system

**Address Type** Will be a PO or AP

**Address Sequence** Start with a 1. Click on Validate Vendor button and see if the correct address is pulled. If not enter sequence 2, and click on Validate Vendor again, until you find the correct address. If you cannot find the correct address, email or call Purchasing.

**Vendor Contact** Do not use

**Vendor E-mail** Do not use

**Requestors Name** Name of person completing this requisition

**Requestors Email** Do not use

**Requestors Phone #** Do not use

**Requestors Fax** Do not use

**Chart of Accounts** Z

**Organization** The organization number requesting this requisition

**Currency Code** None

**Discount Code** None

**Ship Code** WC

**Attention To** Name of person receiving or responsible for the items being ordered

**Comments** **Enter information that Purchasing needs to know to process the order properly. Such as: Supporting(have invoice and is ready for payment), Prepay Hold Check(for pick-up), Fax/scan to vendor(if to be faxed or emailed provide fax number or email address), mail PO, Do not mail PO(return to requestor), etc.**

### Commodity Information

All items are at document level. This means that you cannot use this form to order capital items (items over \$1,000 that are taggable for inventory) and non-capital items on the same requisition. Example: If you are purchasing a desk for \$1,200 (capital item) and chairs that are \$300(non-capital item), you have two options. Enter the information on two separate requisitions and put into the Banner Self-Service System. Or, send a paper requisition to Purchasing with all of the items listed and it will be processed thru normal manual channels. Standing Orders and items purchased off of State Contracts must be entered by the Purchasing Department

Self Service Purchase requisitions can only be used for five line items. If you have more than five line items (commodities) that you are ordering, you must fill out the paper requisition and send it to Purchasing to be processed thru normal manual channels

**Commodity Code** Leave Blank

**Commodity Description** Description of the item you are ordering i.e. - HP Inkjet Print Cartridge #78

**Unit of Measure** Click on the blue arrow to the right side and it will give you the options. Normally would be EA for each

**Quantity** Number you are ordering

**Unit Price** Cost of each item

**Discount Amount** Do not use

**Additional Amount** Do not use

**Commodity Validate** Click on this button and the information should be calculated in the section below

**Calculated Commodity Amounts** If the amounts do not equal what you thought they should, you can go back up to the Commodity information and make appropriate changes. Then click on Commodity Validate again

**Accounting Information** If you want to charge the full amount to one fund/organization you can enter the requested information here. If you are charging more than one accounting stream then you need to decide how you want the charges to be distributed

ALWAYS USE DOLLARS NOT PERCENTS

FUND –identifies the source of funding

ORG-identifies the Organization to be charged

ACCOUNT-Identifies the expenditure account to be charged

PROGRAM-for the Fund/Org combination entered, identifies the correct defined program code for the Org entered

Tab through Activity and Location fields

ACCOUNTING-type the dollar amount to be allocated to this FOAP

**Validate** When you click on validate, the system will check all the information and will give you any errors at the top of the form. Correct the errors and print you requisition

**Complete** When you are satisfied everything is ready for processing. Click the complete button and it will be forwarded on to the next level of approval

**Print Requisition** Click on view button at the bottom of the page. Enter Choose type “requisition Document # R00 \_\_\_\_\_” Click the view document. The requisition should appear. Click on the printer button

## CODE LOOKUP

**Chart of Accounts** Z

**Type** Choose the type of information you are looking for: Vendor, Address, etc.

**Code Criteria** Do not use

**Title Criteria** i.e. American%

**Maximum rows** Choose the # of vendors that match the criteria requested

**Execute Query** Click here and the information will be retrieved for you

# Requisition

The web version of Banner Finance's requisition is data entry only. Once the documents are created on the web, the procurement process continues only in Banner.

You cannot save a document or leave it "In Process" in the middle of data entry. Once the document is started, it must be completed or all information will be lost.

Two types of templates may be saved. A "Personal" template is retrievable only by the user who created it. A "Shared" template is retrievable by any user.

Use Save Template As to avoid overwriting an existing template.

You may use the Code Lookup to refine your search using the code or title fields. You may place a percent sign (%) as a wildcard character before and/or after the entry.

Use Template None

Transaction Date 13 AUG 2013  
 Delivery Date 13 AUG 2013  
 Vendor ID   
 Address Type   
 Vendor Contact  Vendor E-mail   
 Requestor Name   
 Requestor E-mail   
 Requestor Phone     
 Requestor Fax   
 Chart of Accounts Z   
 Currency Code None  None  
 Ship Code     
 Comments

Item	Commodity Code	Commodity Description	U/M	Quantity	Unit Price	Discount Amount	Additional Amount
1			None				
2			None				
3			None				
4			None				
5			None				

### Calculated Commodity Amounts

Item	Extended Amount	Discount Amount	Additional Amount	Net Amount
1				
2				
3				
4				
5				
Totals:				

Dollars  Percents

Seq#	Chart	Index	Fund	Orgn	Account	Program	Activity	Location	Accounting
1									
2									
3									
4									
5									

Save as Template   
 Shared

**Code Lookup**  
 Chart of Accounts Code Z  
 Type account  
 Code Criteria   
 Title Criteria   
 Maximum rows to return 10

## APPROVALS

[www.missouriwestern.edu](http://www.missouriwestern.edu)

**Goldlink** Enter secure access login

**Employee** Click

**Banner Self Service** Click

**Finance** Click

**Approve Documents** Click

**Enter Approver Parameters** Enter user name

Enter document number if you know it. If not Click on either “Documents in which you are the next approver” or “All Documents which you may approve”

**Document** The document number is under lined and you may click on this to see what is being ordered. All the information is there for you to see. Click on the Back button to return to the previous page

**History** Will give you all the history on who has approved this document before you receive it. Click back to return to previous screen

**Approve** If you approve the requisition it will go on to the next level of approval. If this is the last level of approval needed, then it will be processed by Purchasing. The PO will be sent via campus mail to the person named as being responsible for the items being ordered.

**Disapprove** If you do not wish to approve this requisition click on Disapprove. If you disapprove the requisition contact purchasing with the requisition number.

# This is for internal use only !



## Purchase Requisition

Send White and Yellow to Purchasing

Retain Pink Copy in Your File

1 Date: \_\_\_\_\_  
 Ordered by: \_\_\_\_\_  
 Department: \_\_\_\_\_  
 Department Approval: \_\_\_\_\_

207872

**REQUIRED**  
**2 Date Needed**

**5 Purchasing Office Use Only**  
 Purchase Order: \_\_\_\_\_  
 Vendor No.: \_\_\_\_\_  
 Fund/Index Code: \_\_\_\_\_ Organization Code: \_\_\_\_\_  
 Account Code: \_\_\_\_\_

**3 Recommended Vendor :**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 (Additional Suggested Vendors – Attach Sheets)

**6 State Contract No.**

**7 State Bid No.:** \_\_\_\_\_  
 Bid Closing

**8 Vendor:** \_\_\_\_\_  
 Address

11 Description	12 Quantity	Unit Cost	Unit Measure	Extended Cost	DO NOT WRITE IN THIS SPACE

Shipping Date

Purchasing Approval



ATTACHMENT C

Tag#: \_\_\_\_\_ Take Picture: \_\_\_\_\_ Date Attached in WT: \_\_\_\_\_ Date Tagged: \_\_\_\_\_  
\*\*\*\*\*Accounting Services Use Only\*\*\*\*\*

## Capital Inventory Information Sheet

**Department Information**  
Departments---please fill out the following asset information completely.  
Return with the receiving copy of the PO to Purchasing.

Description (please include Make & Model Name): \_\_\_\_\_

Model #: \_\_\_\_\_ Serial #: \_\_\_\_\_

Responsible Department Name: \_\_\_\_\_ Responsible Org# or Index code: \_\_\_\_\_

Building Name of Asset Location: \_\_\_\_\_ Room #/Letter of Asset Location: \_\_\_\_\_

Department Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_

\*\*\*\*\*Laptop Information\*\*\*\*\*  
(Defined as any computer that is mobile)  
Information below is for the person who has physical custody of the laptop.

Name: \_\_\_\_\_ G#: \_\_\_\_\_ Department: \_\_\_\_\_

Asset Location (including room# & suite letter): \_\_\_\_\_ Email Address: \_\_\_\_\_

Notes: \_\_\_\_\_

\*\*\*\*Accounting Services Use Only\*\*\*\*

Otag #: \_\_\_\_\_ Acquired Date: \_\_\_\_\_ PO#: \_\_\_\_\_

Asset Type: \_\_\_\_\_ INV#: \_\_\_\_\_

Responsible Depart G#/Name: \_\_\_\_\_ Cost: \_\_\_\_\_

\*\*\*\*\*Depreciation Info\*\*\*\*\*

Useful Life: \_\_\_\_\_ Depreciation Start Date: \_\_\_\_\_

Original Date/Initials Entered into Banner: \_\_\_\_\_ WT Load Updated Date/Initials: \_\_\_\_\_

Tagging Info Updated in WT Date/Initials: \_\_\_\_\_

Scanned/Attached in WT Date/Initials: \_\_\_\_\_ Inv Sheet: \_\_\_\_\_ Payment Info: \_\_\_\_\_