

**POLICY:** POL100  
**TITLE:** THE PURCHASE REQUISITION  
**EFFECTIVE DATE:** JANUARY 2000  
**UPDATED:** JANUARY 2023

## **GENERAL**

Roger Williams University policy requires that a Purchase Order must be used for all transactions involving the procurement of materials, equipment, supplies, and services from sources outside the university community. A Purchase Requisition must be provided to the Purchasing Department in order for them to create a Purchase Order.

## **THE PURCHASE REQUISITION FORM**

The purchasing process begins with the preparation of the Purchase Requisition by the requesting department. The purchase requisition form is used to: request needed **repairs**, annual and/or quarterly **maintenance** and other similar services; To request **general supplies**, materials, and equipment: to establish blanket orders for maintenance, repair and operational (**MRO**) supplies ordered on a repetitive basis.

The Purchase Requisition is an **internal** document used for departments across the university to request a Purchase Order. A Purchase Order is a formal document that obligates RWU to purchase items or services from a vendor. The Purchasing Department is the only department authorized to create a Purchase Order.

## **REQUISITION ITEM DESCRIPTION**

The Purchase Requisition form must include a specific and detailed description to insure that the item(s) received is/are the item(s) desired by the end user. The Purchase Requisition must be accompanied by a quote from the vendor.

## **GENERAL LEDGER NUMBERS**

The GL numbers that the goods or services will be charged to must be provided in the Purchase Requisition. The purchase may be split between multiple GL #'s.

## **SIGNATURE AUTHORIZATION**

Proper signature authorization, Emailed authorizations are also acceptable. Signatures are required on all Purchase Requisitions before a Purchase Order can be processed.

## **ORDER CHANGES**

Changes to a Purchase Order, after it has been processed by the Purchasing Office, must be sent to the Purchasing Department, not to the vendor. The Purchasing Department will update the PO and send it to the vendor.