

POLICY: POL100

TITLE: THE PURCHASE REQUISITION

EFFECTIVE DATE: JANUARY 2000

UPDATED: AUGUST 2009

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.

THE PURCHASE REQUISITION/PAYMENT REQUEST FORM

The process begins with the preparation of the purchase requisition. 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 and to request **travel arrangements**.

- The Purchase requisition form may also be used for check requests when the need for a Purchase order is redundant. Examples of need for check issuance are dues, subscriptions, models, honorariums, conference fees, awards, guest speakers, permits, and fees.
- The Purchase Requisition form must be used for all Book Store transactions including faculty book needs. The RWU P-CARD (Master Card) will not be accepted.
- Petty cash accounts are allowed for those functions with a demonstrated need. At the discretion of the Finance Dept. this privilege may be revoked at any time for misuse, lack of use, or poor record retention. Petty cash requests may be secured by calling the Finance department ext. 3853 or 3886.
- The following procedure must be complied with all petty cash slips must be signed by the department head and the person receiving the cash.
- A description, purpose, GL number, and amount for the purchase must be included.
- Requests for reimbursements should be made timely. Bring slips and receipts the Bursar's office to replenish your box when low.
- If a department does not have its own cash box, the Bursar's office can provide petty cash reimbursement to any department provided the procedures outlined above are followed.
- This account **should not be used** for day to day office supplies or to request payment to suppliers that specify their SSAN (social security

number). Suppliers using the SSAN as part of their address are known as 1099 vendors. The purchase requisition form should not be used for purchases which qualify under the policy for credit card use.

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 Purchasing Office will not alter specifications without the approval of the end user. Brand names are not considered part of the specifications unless other considerations require a specific name product, i.e. IBM compatible.

VENDOR INFORMATION

Vendors may be **recommended** by departments. However, the Purchasing Department will look into alternative sources with the capability to provide comparable products and/or services in an effort to secure the **best price, quality and service** possible. As part of an on going program for **vendor certification** the Purchasing Office culls seldom used and/or one time vendors from the vendor data base active file.

PRICING INFORMATION

Price is **always** a factor when purchasing goods and services. If the price is unknown the end user must **estimate** the unit price. The Purchasing Department will solicit prices from vendors on behalf of the user whenever necessary.

SIGNATURE AUTHORIZATION

Proper signature authorization, Emailed authorizations are also acceptable, is **required** on all purchase requisitions before a purchase order can be processed.

ORDER CHANGES

Changes to a purchase requisition, after it has been processed by the Purchasing Office, must be sent to the Director of Purchasing not to the vendor. All requested changes must be documented and an amendment to the purchase order issued by the Purchasing Department.