# Ball State University Department: Purchasing Department

Policy: Requisition PUR205

### General

The purchase requisition process is a procedural method by which departments may request the purchase of goods and/or services which require processing by the Purchasing Office, usually because of the dollar value, the nature of the purchase, or the type of goods and services. The purpose of the requisition is to purchase:

- goods or services with a dollar value of \$1000 or greater;
- goods or services which are restricted from purchase on departmental purchase orders or procurement cards; or
- purchases which require the execution of a contract.

A purchase requisition requires the involvement of a university purchasing agent who will select appropriate vendors, negotiate pricing, foster and coordinate cost effective quality purchases, and create purchase orders. (PUR215).

Requisitions are created electronically in the FRS Purchasing System by designated departmental staff, must have budget available, and must be approved by one or more of the following:

- department head
- dean or administrator
- grant specialist
- Computing Services
- Finance Office

prior to electronic arrival in the Purchasing Office for processing.

User Security is established in the Controller's Office and the scope of the users' access is by established domain definitions that are defined by department accounts and hierarchy within the University.

### Procedure

- Departments will determine their needs and then create a requisition as follows. The
  person with the appropriate security for the FRS Purchasing System will enter an online
  requisition into the FRS Purchasing System using requisition screen 25A. The
  requisition creation process requires the generation of a document number and the
  assignment of a vendor name.
- 2. The vendor name may be selected from a database, maintained by the Purchasing staff, during the creation of the requisition and if the vendor is not listed in the database there is a form available at <a href="http://www.bsu.edu/purchasing/secure/forms/">http://www.bsu.edu/purchasing/secure/forms/</a> that can be filled in with the needed vendor information and faxed to the Purchasing Office at 285-5505.
- 3. The individual (user) entering the requisition will be required to select an appropriate purchasing agent to provide assistance with the requisition and the selection is determined by the purchasing matrix of who buys what type of commodities listed in the "Help" screens in the field labeled "buyer". The determination of the buyer will assist the user in identification of their contact in the Purchasing Office. It is possible for

requisitions to require supporting documentation to be sent to the purchasing agent (buyer), and notes to describe this necessity can be entered on the requisition header screen 25A.

- 4. Items to be purchased or description of services required will be entered on screen 224.
- 5. Indication that the requisition is complete is indicated by accessing screen 256. The entry of this screen number causes the system to perform a budget check.
  - If sufficient funds are available in the account number and the sub-code entered on the header screen 25A, then requisition will reflect the approvals required.
  - If the funds are not available for use with the account number or selected sub-code the requisition will be flagged as needing a 'Budget Balance Availability' check. The system would route this requisition in an overnight batch process to the Budget Office.
  - Approvals: Requisitions that have sufficient budget or that obtain an override are then queued for approvals from one or more of the following:
    - a. department head
    - b. dean or administrator
    - c. grant specialist
    - d. Computing Services
    - e. Finance Office
- 6. Requisitions will process after approvals are posted and arrive in the Purchasing Office for Purchasing Agent review. The Purchasing Agent will process the requisition based upon one of the following methods:
  - Obtain price, negotiate, use existing contracts, transfer to purchase order electronically.
  - Send Requisition into Bid module (PUR240)

Requisitions are sent into the Bid module when they meet the following criteria:

- a. Orders with dollar amount greater than \$7500;
- b. Attempts to expand vendor database;
- c. Complexity of services or items ordered; or
- d. University and or state of Indiana bidding policy (PUR240) compliance.
- 7. If necessary, the Purchasing Agent will create a bid list, generate bid, print and fax or mail to vendors.
- 8. Bids will be returned by vendors to the Purchasing office where the Purchasing Agent will coordinate evaluation and to a select a vendor for award of the purchase order.
- 9. The Purchasing Agent will transfer the requisition to a Purchase Order (PUR215).

## Record retention:

Requisitions are archived after 18 months in the FRS Purchasing system and are no longer active, then purged after 24 months into a COLD imaging system for historical retrieval purposes. Any requisitions marked that do not purge are printed on a diagnostic report PBM090 that is reviewed in the Purchasing Office for resolution.

#### Responsibility:

Departments on BSU campus Purchasing Finance

PUR 205

Other Departments Affected:
All departments on BSU campus

PUR 205