



SUB-TOPIC

PREPARATION OF A PURCHASE REQUISITION

This procedure provides instructions for completing UTD's Purchase Requisition form. This form is submitted to the Purchasing department to request the procurement of goods and services from external organizations.

Your compliance with the instructions listed below and with the provisions of other policies and procedures throughout the Purchasing section of this Manual is essential to enable the Purchasing Department to comply with applicable regulations and to fulfill your requests as efficiently and promptly as possible.

The number of each instruction below corresponds with the number assigned to the appropriate section of the sample Purchase Requisition shown as Exhibit E12.

1. **Date:**
Enter the date the requisition was prepared.
2. **For Early Requisitions Only:**
Enter "For delivery and invoicing after September 1" if the requisition is submitted prior to the end of a fiscal year and is to be paid from subsequent fiscal year appropriations (see "Fiscal Year-End Orders").
3. **Requested By:**
The requisitioner must print or type his/her name.
4. **Approved:**
The individual(s) authorized (according to the Approved Signatures List) to obligate budgeted funds for the listed account must **sign** here. This signature indicates his/her concurrence with the requisition, its estimated cost and that the funds are available.
5. **Suggested Supplier:**
If known, print the complete name and address of a vendor who may competitively bid on the requested items. Include a business phone number and a reference name within the company, if available.



SUB-TOPIC

PREPARATION OF A PURCHASE REQUISITION - Continued

If more than one vendor is known, include the appropriate address information on a sheet of paper and attach it to the Purchase Requisition. Note that the Purchasing Department reserves the right and responsibility to issue the Purchase Order to the supplier who best meets the needs of the University and otherwise complies with current purchasing regulations.

6. **Delivery Required:**

Mark "URGENT" if normal times are unsatisfactory and provide a realistic need date. The terms RUSH, ASAP, etc., are non-definitive and requisitions so marked will receive routine handling. "URGENT" orders should be hand carried to Purchasing.

7. **Account Distribution:**

Indicate the budget account to which the cost of each item is to be charged. Care must be taken to ensure sufficient funds are available in the indicated account to pay for requested items and that a **complete** account number is furnished.

A budget account consists of the following sections:

Budget Fund Number

Sub Account Code (Use Subaccount Code Manual)

Example: XXXXXX XXXX

 123456 4230

Each fund number consists of six (6) digits which can be determined from the "Chart of Accounts" listing provided in each department.



SUB-TOPIC

PREPARATION OF A PURCHASE REQUISITION - Continued

Mixing of funds held locally and those held by the State Treasurer on one (1) requisition is discouraged. When funds are mixed, the Purchasing Department will follow state bidding guidelines as if the entire order was purchased with state funds.

8. **Deliver To:**

- (a) The name of the individual who is to receive the goods should be printed here. If this person is different from the requisitioner, print (REC) after the intended receiver's name. If the requisitioner and receiver are one and the same, no notation is required after the name.
- (b) Room Number: Include the building and room number to which merchandise should be delivered. Use the following notations for buildings:

AB	Activities Center
AD	Administration Building
AS	Art Studio Building
BE	Lloyd V. Berkner Hall
BK	Bookstore
CN	Conference Center
EC	Engineering & Computer Science Bldg.
FO	Founders Building
FA	Founders Annex West
FN	Founders North Building
SF	Founders Shop
GC	Cecil and Ida Green Center
GR	Cecil H. Green Academic Hall
JO	J. Erik Jonsson Academic Center
HH	Hoblitzelle Hall
MC	Eugene McDermott Library
MP	Multipurpose Building
NB	North Office Building
PF	Playing Fields Buildings
PP	Physical Plant Building



SUB-TOPIC

PREPARATION OF A PURCHASE REQUISITION - Continued

PG	Police Building
UR	University Residence
TH	University Theatre
VG	Vehicle & Grounds Maintenance Shop
SU	Student Union Building
SB	Service Building
GG	Garage/Grounds Building
CA	Callier Center - Building A
CB	Callier Center - Building B
CC	Callier Center - Building C
CD	Callier Center - Building D
CE	Callier Center - Building E
CF	Callier Center - Building F
CG	Callier Center - Building G
CH	Callier Center - Building H

9. **Items:**

Print the number of the item listed on the requisition. If it is the first item listed, print "1"; if it is the fourth item listed, print "4."

10. **Quantity and Unit:**

Note the quantity of this item needed in its normal unit of issue. Beside the number of units needed, write the unit of issue. Some useful examples are:

ea - each	rl - roll	ca - can
ctn - carton	pkg - package	cs - case
st - set	bx - box	cwt - hundred weight

11. **Part or Catalog Number:**

Vendor manuals are available for your use in Purchasing to research manufacturer's part or catalog numbers. If you cannot locate an appropriate number, contact Purchasing for assistance. The part or catalog number must include all letters, numbers, dashes, slashes, etc., to ensure the correct part is procured.



SUB-TOPIC

PREPARATION OF A PURCHASE REQUISITION - Continued

12. **Description:**

A complete and accurate description of the item being requested is perhaps the most critical portion of a requisition. The description may be either a "catalog" or "common sense" notation of essential features.

Care must be taken when writing a "catalog" description to omit parts which tend to limit competition of an item. When a catalog description is to be used, the following information should be included:

Catalog date

Catalog page number

Catalog master reference number

Vendor the catalog was obtained from

When writing a "common sense" description, a catalog description can be used as a guide to list features such as dimensions, brand name, color, height, weight, model number and accessories. All purchase requisitions will be assumed for the item(s) described **or their equivalent** unless the requisition specifies an exact item and is accompanied by proper written justification.

If special features on an item tend to either make bidding restrictive or available only from one vendor (sole source), the requisitioner must prepare a written justification. This document should accompany the purchase requisition when submitted to Purchasing. If it is to be a sole source justification, mark the DESCRIPTION area "SOLE SOURCE."



ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL

DATE ISSUE
2/01/92

REVISION
4

PAGE
E3-130.05

SUBJECT
PURCHASE REQUISITIONS

SUB-TOPIC

PREPARATION OF A PURCHASE REQUISITION - Continued

13. **Estimated Unit Price:**

Indicate the estimated cost of one unit of issue of the item described and not the estimated total cost of the item. At the bottom of this column, compute the estimated total cost of all requisitioned items.

If you do not want to exceed a specified total purchase order cost, include the following statement at the bottom of the description section:

"Total cost must not exceed \$_____."

Purchasing will not exceed that figure without first contracting the requisitioner for approval.