

## Purchasing Requisition

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A electronic purchase requisition is the form which must be used to request the purchase of supplies/services for the college, and can be obtained from the business office.

After the employee initiating the requisition completes the form, it is submitted to the supervisor, who will approve or disapprove the expenditure and consult the budget to determine the availability of funds. The requisition is forwarded to the Chief Financial Officer for approval, at minimum. Purchases of \$5,000 and above will be approved by the president. The Chief Financial Officer will verify availability of funds, accuracy of account number, and adherence to college policies. At this point, a purchase order will be electronically created.

The requisition form contains the following information:

1. Vendor
2. Requestor
3. Quantify
4. Description – the description should be written in technical terms (K.S.A. 2581-43), and also in layman’s terms. Include information such as size, color, model, brand, time span services cover. A brief justification is needed as to why the supplies/services are needed and/or how and where they will be used.
5. Unit cost
6. Total cost
7. Account number
8. Special comments – used for such things as “prepayment required,” “hand deliver purchase order,” “special shipping instructions.”

*Revised 4/11/13, 3/12/15*