

Manual Requisition Process

1. Download Requisition Form from Intranet (see Appendix A)
2. Complete Vendor Information (e.g., Name, Address, Tax ID)
 - Submit W9 form for new vendors
3. Input the following for each item on quote
 - Item Description
 - Part No. or Catalog No.
 - Quantity
 - Unit Price
 - Total Amount (Quantity * Unit Price)
4. Input Taxes, Shipping, or Other Charges
5. Calculate Total by summing all items, taxes, shipping, and other charges
6. Input Budget Information (e.g., Program Code, Account Code)
7. Supervisor signs
8. Submit Requisition form and supporting documentation (e.g., quotes) to Business Office
 - Purchasing Agent reviews Requisition Form
 - i. If errors exist, Purchasing Agent returns Requisition Form back to Department for correction
 - Purchasing Agent processes Requisition to generate a Purchase Order
9. It may take up to 2 weeks to generate a Purchase Order

