

## PURCHASE REQUISITIONS

It is the policy of the Governing Board that, within the limits of each annual budget, the procurement of supplies and equipment be as efficient and economical as possible within the framework of law, policy, and sound business practice. The performance of these tasks is the function of the Purchasing Department. The accuracy and completeness with which a requisition is prepared has a direct bearing on the dispatch with which orders are placed and material delivered.

Any questions concerning a requisition or a purchase order should be directed to the location Business Office. If a vendor attempts to deliver the supplies or equipment directly to a staff member, the vendor should be directed to the Receiving Department where the proper forms can be completed.

### **Requisitions**

All requisitions should be submitted using the Enterprise Resource Planning (ERP) system and proofread carefully to insure accuracy. The ERP system provides each ordering department the ability to create and process a purchase requisition using a personal computer. A complete manual of instructions for use of the ERP system and a pre-requisition checklist can be obtained on the District Office Purchasing Department Insite Portal team site. In-service training on the system will be provided also to authorized users.

### **When to Use a Purchase Requisition**

Use a Purchase Requisition to order supplies and materials that exceed the dollar limit of the delegated purchasing authority given to departments. (Business Procedure 11.15)

Specifically, use a Purchase Requisition for the following types of items:

- supplies, equipment, and services to be purchased through the Purchasing Department from outside vendors;
- equipment repair and maintenance contracts;
- equipment leases; and
- all capital equipment (fixed asset) requests.

### **After You Submit a Purchase Requisition**

- Follow-up on a routine basis to make sure that the purchase requisition has been approved by the location Business Officer or authorized personnel. The Purchasing Department cannot begin processing a purchase requisition until it has been approved and is in an "outstanding" status.
- Call the Purchasing Department if you need to make changes to a requisition prior to having "outstanding" status.

### **Liability for Unauthorized or Non-funded Purchases**

Any purchase, which varies from defined procedures or for which there are no budgeted funds, will not be accepted as a District responsibility. *Should an employee make an unauthorized purchase or one for which there are no funds available in the college budget, it will be viewed as a personal transaction and reimbursement from District funds will not be made.*