

Purchase Requisition: Instructions

About the Form:

A Purchase Requisition is used when making travel arrangements or ordering goods or services from an off-campus vendor in excess of \$2,000. Once the Purchase Requisition is completed, it is sent to the Payments Department (PD) which will make the appropriate arrangements for travel, goods, or services, and create a Purchase Order.

Outline of Process:

1. Department identifies required specifications and selects appropriate vendor to provide goods or services.
2. Department completes Purchase Requisition for purchase of goods/services and forwards it to the PD.
3. PD verifies budget and signature authority and prepares the Purchase Order. Copies of the Purchase Order are forwarded to originating department and vendor. Funds are encumbered for the amount of the Purchase Order.
4. Vendor ships goods or provides services to department.
5. Vendor forwards invoice to the PD department for processing.
6. PD checks the invoice and forwards to originating department for payment approval.
7. Department completes payment portion of Purchase Order, attaches original invoice and forwards back to the PD.
8. PD issues payment to vendor.
9. Typical turnaround time for a Purchase Requisition into a Purchase Order is 24 hours, provided the above criteria (appropriate signatures and budget verification) are met.

Instructions for Completing the Form:

(Blue numbers correspond to the sample form below.)

1. Name of person placing the order
2. Department name of person placing the order
3. Date of request
4. Date services are required
5. At the "freight prepaid" and "special instructions" blanks, please indicate whether shipping is included in the price. If the freight is prepaid, please check the box "yes." If shipping charges are additional, please check "no."
6. Check top box if goods are to be delivered to Central Receiving at 2 West Dravus. Check second box if goods are to be delivered directly to the department, and write in the address.
7. "Campus Contact" is usually the person most familiar with items or services being ordered.
8. Phone number for campus contact indicated in #8
9. Company name, address and phone number of vendor selected to provide service
10. Description of order
 - If for business travel over \$2,000:
Name of traveler
Flight number
Airline
Return flight information
Approximate cost
 - If for deliverable goods or services:
Description of product
11. Number of items being ordered
12. Price of each item
13. Quantity multiplied by price of each item ordered (#12 x #13)
14. PLEASE fill in final total (including tax and shipping if appropriate). This will total automatically if using the online Excel version of the form.
15. Department budget numbers and account code to which the goods or services will be charged (6-digit fund number, 4-digit org number and 5-digit account number)
16. Signature, based on signature authority thresholds

Note: Please retain a copy for your departmental records (pink copy, if using our pre-printed two-part form) and send two copies to the Payments Department for budget approval of amount in excess of \$2,000.



Seattle Pacific
UNIVERSITY

PURCHASE REQUISITION

(Not a Purchase Order)

INSTRUCTIONS: Route original and yellow copy to the SPU Budget Office; retain pink copy for Dept. Records. DO NOT send to vendors. Authorized individual must sign where indicated. FILL OUT ALL INFORMATION BELOW.

ORDERED BY: NAME _____ 1	DELIVER TO: (Indicate one) 6 <input type="checkbox"/> SEATTLE PACIFIC UNIVERSITY CENTRAL RECEIVING 2 W. DRAVUS Phone 206-281-2090 SEATTLE, WA 98119
DEPT. NAME _____ 2	<input type="checkbox"/> _____ (Your Campus Address-Bldg/Room#)
DATE OF YOUR REQUEST _____ 3	CAMPUS CONTACT _____ 7
DATE GOODS/SERVICES REQUIRED _____ 4	PHONE _____ 8
FREIGHT PREPAID (Check One) <input type="checkbox"/> YES 5 <input type="checkbox"/> NO	
SPECIAL INSTRUCTIONS	

SUGGESTED VENDORS	Name	Address	Phone	Vendor Selected
	9			

Item	PLEASE GIVE DESCRIPTION AND COMPLETE SPECIFICATIONS	Quantity	Unit Price	Extension
	10	11	12	13

TOTAL ► **14**

15 _____ **16** _____
FUND-ORG-ACCOUNT-ACTIVITY AUTHORIZED SIGNATURE

PURCHASING DEPARTMENT ONLY

FUNDS AVAILABLE _____ P.O. NUMBER ISSUED _____
BUDGET APPROVAL

APPROVED _____ REQUISITION NUMBER _____
PURCHASING DEPARTMENT