Requisition to Purchase Order

Electronic purchase requisitions are required for procuring the most common goods and services. See the University Buying Guide for a list of commodities and the recommended purchasing methods.

Purchase Requisitions should be created prior to the receipt of goods or services. If all goods or services have not been received in full and additional goods or services remain outstanding, a Purchase Requisition can be created to cover the remaining goods or services.

Refer to Procedure 3201 PR.01 Purchase Requisition Process and the University Buying Guide regarding the appropriate purchasing methods.

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Purchase Requisitions

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<table>
<thead>
<tr>
<th>REQUISITION TYPES</th>
<th>No Purchasing Assistance/Review Requested</th>
<th>Purchasing Assistance/Review Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 Standard Goods and Services Requisition</td>
<td>02 Standard Goods and Services Requisition/Requires Invoice Review</td>
<td>03 Purchasing Assistance Required (e.g. sourcing, contract review)</td>
</tr>
</tbody>
</table>

### DOCUMENTATION REQUIREMENTS FOR GOODS TO BE PURCHASED

#### Under $10K:
1. Quote/Estimate/Order/Contract*
2. Sole Source Documentation (Form 3201 FR.06) or Comparative Pricing Documentation (Form 3201 FR.05)

#### Aggregate Payments Over $10K:
1. Quote/Estimate/Order/Contract*
2. Sole Source Documentation (Form 3201 FR.06) or Comparative Pricing Documentation (Form 3201 FR.05)

### DOCUMENTATION REQUIREMENTS FOR SERVICES TO BE PURCHASED

#### Under $10K:
1. Quote/Estimate/Order/Contract*
2. Certificate of Insurance or waiver (if applicable)
3. Professional Services & Consulting Agreement Form Form 3210 FR.01) [For Professional Services to be rendered]
4. Signed Exhibit A (e.g. Quote/Estimate/Scope of Work/Order Form (must include clear deliverables with linked payment schedule and compensation) or use Form 3210 FR.05)
5. Guest Speaker Agreement Form (Form 3210 FR.02) (if applicable)
6. Certificate of Insurance or waiver (if applicable)

### Additional Resources
- Create Requisition
- Change Purchase Order
- Purchase Order: Close/Cancel
- Create Requisition: Non-PO Contracts and Agreements
- Create Requisition: Purchasing Assistance Request

- Procedure 3201 PR.01 Purchase Requisition Process
- University Buying Guide
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- Requisition to Purchase Order
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