

Creating Requisitions

Here are important key points to remember while creating requisitions throughout the school year and at year-end.

- Send any **paperwork** you have regarding your requisition to Purchasing (i.e., emails, quotes, faxes, invoices). Also indicate on such paperwork the requisition number.
- **Current pricing** - The vendor's website is a great resource for current pricing.
- The **shipping & handling** charge is to be listed on a separate line item (DO NOT enter in the freight field). Be sure to include this charge, if applicable.
- Make sure **the line item fields are completed** as prompted.
 - Description – Be descriptive, list specifics such as color, size, brand, etc. All information available to us is very much appreciated.
 - Enter the Part # in the said field, *not* in the description.
- **Limit requisitions to a maximum of 40 line items.**

This process will help the following:

 - Purchasing with ordering
 - Warehouse with checking in products
 - Accounts Payable in cross-referencing the Invoice

See page 6 of the Purchasing Policy Manual for additional information.

Thank you!

Purchasing Department