

# Requisition Guidelines

For items requiring a requisition, a purchase order or authorization to pay on pcard must be issued by the Purchasing Department prior to any work being done or any items being ordered. Requisitions can only be made for one supplier at a time.

A requisition is a request to order supplies/services. If the requisition is approved, a purchase order will be issued. The purchase order is the authorization to proceed with an order and serves as a contract to purchase. Items requested on requisitions must be approved prior to order placement and/or to pay on a pcard, this will be determined on a case-by-case basis.

## Documentation required

Requisitions under \$5,000 in total cost must have at least 1 quote or a pro forma invoice attached to the requisition in order to validate the vendor information, item and cost. *Purchasing and contract service staff can help obtain quotes upon request.*

Requisitions over \$5,000 but under \$175,000 in total cost must have at least two quotes. If two quotes are not received, proof that quotes were requested from at least two vendors is required and documentation must be attached to the requisition including the reason additional quotes were not received. The purchase order will be awarded to the vendor with the lowest quote, meeting our standards and expectations. Documentation can be attached at the requisition header or line level go the requisition. *Purchasing and Contract Services staff can help obtain quotes upon request.*

Purchases \$175,000.00 or more in total cost need to be formally solicited and approved by the board before materials or services can be procured. Please reach out to Purchasing and Contract Services for guidance on completing this process

## Requisition required at any dollar amount for:

- Any purchases using federal or state grant funds or items for which special education reimbursement will be requested. This because these funds require documented pre-approval of the purchase and a review allowability of the purchase against the funding guidelines prior to a purchase being made.
- All textbooks and trade books where the amount exceeds \$1,000. This includes any materials being purchased with the textbook budget code.
- Information Technology Hardware e.g. (monitors, laptops, desktops, tablets, printers, copiers, projectors, drones.) Most items will be found via the Tech Service Catalog under the Catalog tab, anything not found in the catalog must be submitted under the Special Request tab.

Software: All software must be pre-approved prior to purchase. There is a pre-approved app list found here: <http://spps.org/apps>. Request for app review can be found here: <https://servicedesk.spps.org/a/catalog/request-items/79>.

Many software purchases come with additional terms and conditions that require a signature and are therefore a contract, not a requisition. Tech Services can assist in getting quotes and determining if the subscription/software needs to be entered into eRFP or Peoplesoft.

- Furniture & Appliances (e.g. air conditioners, microwaves, stoves)
- Construction, any hard-wired items or anything that will be screwed, nailed, or otherwise attached to walls or other surfaces. (contact Facilities with needs to help generate quotes or requisition.)

Do not submit a requisition, at any dollar amount, for the following

- Postage: Postage expenses up to \$175 per transaction can be paid for via a Pcard. If you are spending more than \$175 in postage, please work with the print copy center.
- Professional Memberships Dues or professional licensure fees.
- Tuition for coursework taken by employees.
- Travel related expenses e.g. flight or hotel

*Services and most software require a contract request to be submitted in eRFP. If you are unsure, submit in eRFP and Purchasing and Contract Services will contact you about whether or not it should be submitted.*