

A top-down view of a light-colored wooden desk. In the top left corner is a small potted plant with green grass-like leaves. Next to it is a white computer keyboard. To the right of the keyboard is a white spiral-bound notebook. Further right is a silver paperclip and a black pencil. In the top right corner is a green saucer with a white cup of coffee. The text "Purchasing TIP" is written in a large, bold, black sans-serif font, and "Requisitions" is written below it in a slightly smaller, bold, black sans-serif font. The entire image is framed by a thin black border.

Purchasing TIP
Requisitions

Over time we have noticed many requisitions that do not follow the standard procedures. Below are several tips that will get your requisition processed quicker:

Tips for how to get your requisition processed:

- When purchasing items for staff remember **Justification** should say: Staff Appreciation/ Incentives
- **Special Instructions** must include the Quote number or Date of quote (if applicable).

➤ **Vendor notes:**

B & H

Dell

Vendor is requesting that the quote be an **“exact”** match with the requisition.

- **Justification** must have a reason as to why the item is being purchased. Please follow your spending guidelines found on your FPM.
- **Quotes** may not be expired, please review quote prior to entering a requisition.
- **Requisition:** One quote per requisition only.
- **Workflow:** Review next in workflow to determine where the requisition is currently waiting for approval.
- **Reminder:** Add Holiday message to each requisition entered. Please see video on how to add messages. Please click on triangle for a quick demo. 

