

Purchase Requisitions

Reasons for a Purchase Requisition

- If a student organization wishes to purchase tangible goods that go above and beyond the PCard purchasing limit of \$150, an officer should visit the Office of Student Involvement and submit a Requisition for Purchase form.
- Due to their familiarity working with colleges and university purchasing offices, most businesses accept a PO Number (Purchase Order) as proof of payment. This allows a student organization or university department to order, receive and verify the quantity and quality of goods before releasing payment.

Using a Purchase Requisition Form

- Contact a variety of companies and request a quote for services.
- Once confirming the best price, an officer should fill out a Purchase Requisition request form that lists:
 - the name and address of the vendor
 - date by which materials are required to arrive
 - the itemized description for the order, including number and size of items, logo to be used, cost per item, and account to be charged
- Submit the requisition to the Office of Student Involvement for approval.
- The University Purchasing Office will then create a purchase order number to provide to the vendor (which gives the vendor the “ok” to move into production).
- When the order arrives on campus, organization officers are expected to verify that the items came as they were promised (both in quantity and quality); the Director of Student Involvement will then sign off on the PO and release payment to the company for the order.
- Once a Requisition for Purchase is submitted, it takes a couple of business days before the PO Number is created and communicated with the vendor, so student organizations should plan accordingly.
- When seeking out reputable vendors for purchases, student organizations are encouraged to utilize the University Buyer, who can help recommend preferred companies that offer reasonable prices. The Buyer can also help with price comparison for more expensive items.

For more information, view the Student Organization Manual online at www.wittenberg.edu/orgs