

<b>Purchase Requisitions</b>	<b>PROCEDURE</b>	
	<b>Document Number:</b>	FRS-PR-025
	<b>Version Number:</b>	05

**1.0 Purpose:**

To implement the provisions of Policy FRS-PL- 025, Purchase Requisitions Required.

**2.0 Scope:**

The Purchase Requisition Policy applies to all procurements, leases or rentals of goods, services and equipment. This Policy does not apply to the lease or rental of real property, Petty Cash or Procurement Card purchases, which are covered in other policies.

**3.0 Responsibilities:**

It is the responsibility of the Purchasing and Materials Manager to draft and obtain approval of this Procedure and to assure organizational understanding and compliance with this Procedure.

**4.0 Procedure:**

- 4.1 Purchase Requisitions (PRs) are to be completed by authorized departmental users for the purpose of communicating to Contracts and Materials Management (CMM) the desire to procure materials, supplies, equipment or services.
- 4.2 The PR shall be completed on the SAP computer system, and must contain a complete description of the item(s) requested. This description must be technical and complete enough for the buyer to effect the procurement with no additional information. If the procurement requires specifications, drawings or descriptions that cannot be input into the computer system, those documents shall be forwarded to CMM separately, either electronically or in hard copy. In addition, the description must not be so restrictive that open competition is not possible.
- 4.3 Descriptions using brand names shall contain the provision that vendors may propose a substitute product of equal quality and value for review and evaluation. In those cases where a "brand name or equal" description is used, the minimum needs shall be clearly set forth to include the salient physical characteristics of the brand name product specified.
- 4.4 The request must have accurate account coding so that expenses may be allocated to the proper department and expense categories.
- 4.5 If the requisition is for equipment valued at greater than \$5,000.00 the requisition must be coded so that the expenditure will be charged to the capital budget. If the requesting department does not have sufficient funds in their capital budget, they must work with their representative from the Budget Department to have operating funds transferred to the capital budget. Requisitions received by CMM that are not correctly coded will be returned for correction.

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4.6 The request must have an independent cost estimate provided by the requestor. The requestor (not the vendor) must provide this cost estimate. Every effort should be made to assure that the estimate is as reasonably accurate as possible under the circumstances. The independent cost estimate is the department's authorization for CAMM to expend funds. If the actual cost of the procurement will exceed the cost estimate by an amount greater than 50%, the requestor will be required to approve the difference prior to the order being placed.

4.7 In addition to the above requirements, each PR must be approved according to the limits indicated in Policy FRS-PL-025.

**5.0 Definitions:**  
N/A.

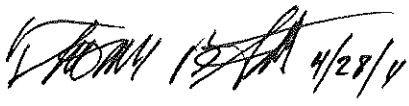
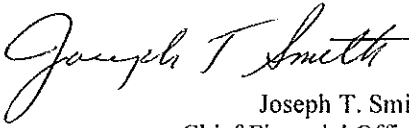
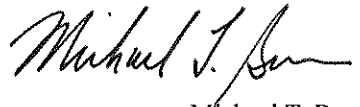
**6.0 Records:**  
CAMM will have the responsibility for the maintenance of Requisitions per an established records retention policy.

**7.0 Appendices:**  
N/A.

**8.0 Training Requirements:**  
CAMM will have the responsibility for training users in the use of Purchase Requisitions.

**9.0 Summary of Changes:**  
No change to Policy requirements. This Policy was updated to the new format.

**10.0 Approval Information:**

<i>Prepared by</i>	<i>Reviewed by</i>	<i>Approved by</i>
 Thomas B. Smith Purchasing and Materials Manager	 Joseph T. Smith Chief Financial Officer	 Michael T. Burns General Manager

5/11/11  
Date Signed