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Name:	Procurement – Standard Purchase Requisition
Number:	4-1014
Origin:	Financial Services
Approved:	1 August 1994
Issuing Authority:	Director, Financial Services
Responsibility:	Manager, Procurement Services
Effective Date	1 September 2007
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PURPOSE: The standard purchase requisition is used to initiate the acquisition of goods and services from both internal (Inventory & Distribution) and external sources. Requisitions from external sources will result in the issuance of a University Purchase Order.

Depending on cardholder limits, transactions can also be processed through the University's procurement card program (See [4-1028 Procurement – Procurement Card](#)).

COMPLETION: Standard purchase requisitions are available from Inventory & Distribution (Commodity Code 151015010). Details such as vendor name, address, shipping information should be provided on the form. (See [4-1013 Procurement – Competitive Quotations/Tenders](#) for additional requirements prior to purchase.).

Under normal circumstances, and where appropriate procedures have been followed, a Purchase Order number will be assigned within 24 hours of receipt of a requisition.

Procurement Services will be provided with back up documentation for:

- a) requests for "sole source" purchases
- b) requests that do not conform to University standards
- c) requests for sources other than the University's preferred vendors
- d) requests for material or service of a quality that seem less or greater than required
- e) requests without proper authorization