

Ball State University
Department: Purchasing Services
Policy: Requisition PUR205

General

The purchase requisition process is a procedural method by which departments may request the purchase of goods and/or services which require processing by the Purchasing Office, usually because of the dollar value, the nature of the purchase, or the type of goods and services. The purpose of the requisition is to purchase:

- goods or services which are restricted from purchase on procurement cards; or
- purchases which require the execution of a contract.

Requisitions are created electronically in SciQuest by designated departmental staff, must have budget available, and must go through the appropriate approval process as designated by SciQuest.

User Security is established in the Controller's Office and the scope of the users' access is by established domain definitions that are defined by department accounts and hierarchy within the University.

Procedure

1. Departments will determine their needs and then create a requisition as follows. The person with the appropriate security will enter an online requisition into SciQuest. The requisition creation process requires the generation of a document number and the assignment of a vendor name.
2. The vendor name may be selected from a database, maintained by the Purchasing staff, during the creation of the requisition and if the vendor is not listed, the user should first submit a New Supplier Request via SciQuest. This form is routed to Purchasing Services. Once the supplier has been entered into the system, the user will receive an email confirmation that the supplier is active and able to be used.
3. The individual (user) entering the requisition will be required to select a commodity code for each line item. This commodity code routes all orders over \$1,000 to the appropriate purchasing agent to approve and/or provide additional assistance with the requisition. It is possible for requisitions to require supporting documentation to be attached to the requisition. Notes to describe this necessity can be entered on the requisition.
4. If the requisition has been routed to a Purchasing Agent, the Agent will process the requisition based upon one of the following methods:
 - Approve the requisition if proper conditions are met; or
 - Update and make changes as needed to price, supplier, etc.
5. If necessary, the Purchasing Agent will send the requisition out for bid via Sourcing Director. The Purchasing Agent will coordinate evaluation and select a vendor for award of the purchase order. Refer to the Bidding Policy for more information on the bidding process.
6. After all approvals have been met, SciQuest will assign a Purchase Order number to the requisition and send the document to the vendor.

Responsibility:

Departments on BSU campus

Purchasing Services

Finance

Other Departments Affected:

All departments on BSU campus