Purpose

Effective June 1, 2009, the standard Request for Purchase and Request for Payment forms will become obsolete and not accepted by the Business Office. Instead, these documents have been consolidated into a single **Requisition Form**. This change was implemented to eliminate confusion and to simplify the process. This signed form along with the required documentation must be received by the Business Office within the required time frame (see below) prior to funds being released by check or issuance of a purchase order. **The absence of any of the required documentation or an incomplete Requisition Form will delay the processing time of the request.**

Required Time-Frame

All Requisition Forms along with the required documentation must be received in the Business Office within the following parameters:

*To pay an invoice or to receive an advance:*
- Documents must be received in the business office within 10 days of the **invoice date** and/or 15 business days prior to the **invoice due date**.

*To issue a Purchase Order:*
- Documents must be received in the business office at least 15 business days prior to the expected service and/or product delivery date.

Completing the Requisition Form

The new **Requisition Form** is a simplified consolidation of the Request for Purchase and the Request of Payment forms. In order to ensure proper processing of the **Requisition Form**, all forms must be complete with accurate and legible information (preferably typed information). Read the form thoroughly and select the choices that meet the needs of the request along with completing the blanks provided for associated details (i.e. fiscal year, 11 digit account #, and etc…). **NOTE:** All requested information is REQUIRED INFORMATION. Mark “N/A” in the section(s) that does not apply to the request. **Otherwise, the absence of any of the requested information will delay the processing time of the request.**

Definition of Approver’s Signature

- **Line 1**…Originator signs to affirm they have thoroughly completed the request, provided the required documentation within the allotted timeframe and that the expenses are within the departmental budget.
- **Line 2**…Department Head/Division Chair signature represents that there is agreement and approval of the need for the requested service/products and certify that the authorized budget will support this expenditure. This person should also be verifying appropriate documentation is supplied with the request.
- **Line 3**….Administrative Officer signs off that they approve the need for the requested service/products and certify that the authorized budget will support this expenditure. The approval is based on thorough review of the Requisition Form, review of the budget and affirmation of need and its compliance with the strategic goals and mission of the University.
- **Line 4**…The Budget Officer signs off that the referenced budget is sufficient to cover the costs associated with the expenditure as well as verifying that the appropriate fund, org and account codes are being charged.