

MANUAL OF PROCEDURE

PROCEDURE NUMBER: 6100

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PROCEDURE TITLE: Preparation of a Department Requisition

STATUTORY REFERENCE: FLORIDA STATUTES 1001.65(1) AND 1010.04(2)

BASED ON POLICY: VI-2 Bidding for Commodities and Services

EFFECTIVE DATE: August 2, 1978

LAST REVISION DATE: November 8, 2005

LAST REVIEW DATE: November 8, 2005

I. PURPOSE

To give specific instructions on how to prepare a Department Requisition. The Department Requisition is the on-line form used on the finance system for the purpose of procuring goods and services to be used by the College.

II. PROCEDURE

A. A Department Requisition is entered into the on-line finance system by the originating department. Authorized personnel designated by each department will enter information as follows:

1. Fiscal Year – current fiscal ending June 30th
2. Requestor - person requesting the goods or services
3. Contact Name – person responsible for tracking the request; this may be the same as the Requestor
4. Contact Phone number and Campus ID where goods or services are to be delivered
5. Department Name
6. Date Needed – date that the goods or services are needed; date must be greater than today’s date and must be in “mmddy” or “mddccy” format
7. Contact Room – the room number where item(s) are to be delivered; must be entered


in a six digit format. For example, the room number 1009 should be entered as 100900

8. Building ID – the building code for the building for which item(s) are to be delivered
9. Account - the Qual and General Ledger Code to be charged for the purchase; appropriate General Ledger Codes are outlined in the “Accounting Manual for Florida’s Public Community Colleges”
10. Suggested Vendor – a vendor preferred by the department, if any, to provide the requested goods or services
11. Dept. Note – if applicable, a department may use this field to communicate additional information to the Purchasing Department, such as special delivery requirements, time frames, etc.
12. Item Descriptions of goods or services to be purchased
 - a. The header information must be completed, and a detailed item description must be given for each item ordered. Item descriptions must include the name of the item, the item description, and the manufacturer’s model number or catalog number, if applicable.

Once the Department Requisition has been completed, the system will assign a number; this number should be used for future reference on the status of the requisition.

- B. All Department Requisitions are forwarded for approval according to the electronic document flow and approval path established for the department’s account and requisition type, if applicable. All approved Department Requisitions are reviewed in the Purchasing Department and converted into Purchase Orders, as deemed appropriate
- D. If the originating department has obtained any price quotations or specifications from outside vendors, these should be sent separately to the Purchasing Department with the Department Requisition number clearly marked on this backup documentation. The Purchasing Department will determine the vendor that will be awarded the Purchase Order .
- E. The originating department may monitor the status of their Department Requisitions on the on-line finance system to determine whether a Purchase Order has been issued.. Once a Purchase Order number is noted on the requisition, the originating department may then display the Purchase Order for additional information as it relates to the awarded vendor, final pricing, etc.. To facilitate the monitoring of submitted requisitions, originating departments may search for individual requisitions, as follows:
 1. By Department Requisition Number
 2. By Contact Name
 3. By Buyer code
 4. By Fiscal Year
 5. By requisition Type, or

- 6. By Status
 - F. Originating departments should be aware of the lead times required for the issuance of Purchase Orders from the time requisitions are received in the Purchasing Department. Specific procedures on required lead times are discussed in Procedure 6107.
 - G. Under no circumstances should the originating department send copies of Department Requisitions or Purchase Orders to outside vendors. This communication is the sole responsibility of the Purchasing Department.

	
	11/8/05
PRESIDENT	DATE