

PROCEDURE FOR COMPLETING REQUISITION

Please type all required information.

Complete all and only the areas outlined in purple.

Indicate date requisition is typed.

Be realistic in determining the date required. Consult with Purchasing regarding estimated lead times. **Refrain from using ASAP or RUSH.**

"Name of Requestor" is the person for whom the material(s) or services(s) is/are being ordered. Ultimately, this is the end user.

"Authorized Approval" is the person who is authorized to approve Purchase Requisitions as per Purchasing Services Authorized Signature file. Be certain that all requisitions bear the **signature** and **date** of specified authorized person.

All requests must include the Chartfield to be charged. If using more than one chartfield, indicated all chartfields in "Description" field. Assign a chartfield to each line item, or provide a distribution schedule indicating the breakdown, by percentage, for each chartfield.

The "Ship To" address is the final destination of the Department Copy of the Purchase Order **AND** the materials. If you are requesting that the materials be delivered to other than where all departmental records are retained, please indicate the Ship To Address in the "Description" field, while retaining the department address information in the "Ship To" field. Provide complete division and department title, street address [not building name], room number, zip+4 code and name of person and telephone extension to whom materials will be delivered.

Suggest a possible or preferred vendor, if known. Purchasing Services will consider this a potential source but it does not guarantee placement of order with this vendor.

Provide information on the item(s) to be purchased. Indicate item number, quantity, catalog number and complete description.

Remove "Department Copy" and retain for file. Forward completed Purchase Requisition to Purchasing Services (Mail or Fax).

Refer all inquiries to Purchasing Services through the Preprinted Inquiry Number.

Requisitions which do not adhere to the instructions and procedures as indicated above, may be returned to the issuing department without action.

PURCHASING REQUISITIONS – GENERAL RULES

Each school and administrative unit is required to submit a Purchase Requisition to Purchasing Services **prior** to the purchase of products and services exceeding \$300 per order.

The Purchase Requisition form is used to request that Purchasing Services purchase materials, parts, supplies, equipment or other services. The Requisition is also used to request the establishment of a Blanket Order to handle repetitive purchases of products or services.

Departments shall anticipate their requirements to allow adequate lead time for processing and delivery. Item descriptions should be complete and accurate. The use of brand names should be considered descriptive rather than restrictive.

When only a particular brand name is acceptable to the requisitioning department, the Purchase Requisition will be accompanied by a memo signed by an appropriate authority. The memo will state the reason why no substitute is acceptable.

Capital equipment is any item having a unit price of \$3,000 or more with an expected life of 1 year or more.

Purchase Requisition forms are available from NYU Central Supply.

STATEMENT OF CONDITIONS

CONDITIONS

- **Certification of Nonavailability of Equipment** — Equipment ordered hereon is not otherwise available in the department, nor, to the requisitioner's knowledge, elsewhere in the University for use on the account. (This statement applies to both acquisitions chargeable to University-funded activities and to programs sponsored by outside sources.) For availability of equipment outside the department, contact the Asset Management Office.
- **Commitment Date** — A purchase order may not be placed prior to the beginning date of the sponsored agreement nor subsequent to the termination date, less one (1) month, without prior agency written approval.
- **Unit Cost** — is defined as including delivery charges and accessories.
- **Prior Approval** — Consult the Office of Sponsored Programs for agency requirements before processing requisition.