

REQUISITION – PREPARATION PROCEDURES

POLICY No.: **PP-050**

SUPERSEDES No.:

EFFECTIVE DATE: **JULY 1, 2002**

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I. PURPOSE

To provide detailed instructions for completing a purchase requisition.

II. SCOPE

This procedure applies to all purchase requisitions.

III. GENERAL

The following are detailed procedures to be followed when implementing a request for purchase of materials, supplies, services, etc.

The purchase requisition is designed to contain all of the necessary information and signatures relevant to the processing of the procurement. The completion of the purchase requisition by the requisitioner serves to create the first step in completing a contractual commitment between the supplier and the Town.

A sample form for duplicating is located within this manual in Division 8, Sample Forms, Item # F0010.

IV. REQUISITIONER INSTRUCTIONS FOR COMPLETING A REQUISITION

For purposes of identifying each specific item within the requisition as described below, a sample requisition has been marked and placed at the end of this particular section.

Note: The following procedures are for all general purchases below the formal bid threshold.

- A. Date – The date the requisition is prepared.
- B. Requisitioner – Signature of the person initiating the purchase request.
- C. Date Needed – Avoid the use of the term ASAP (as soon as possible), “AT ONCE”, and “RUSH”. Always estimate or project a specific preferred date the material or items is to be delivered. This consideration will assist the Buyer to determine priorities regarding delivery requirements. Always allocate as much lead-time as practical by determining your needs as far as possible in advance. This allows the Buyer adequate time to receive competitive bids and to purchase in the best and most efficient manner for the Town.

Prepare far enough in advance to avoid emergencies.

- D. Department – The complete name of the using department.

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- E. Division – The complete name of the using division.
- F. Deliver To – Specific location to which shipment is to be delivered.
- G. Quantity – Specific quantity to be purchased and delivered.
- H. Unit – Specific quantity and unit of measure criteria are important and should be entered in the unit section for each item ordered.

Where no specific quantity and unit of purchase criteria are applicable, use “lot” (LT) as the unit of purchase.

The following abbreviations for unit of purchase are recommended.

<u>Symbol</u>	<u>Definition</u>	<u>Symbol</u>	<u>Definition</u>
BB	Barrel	M	Thousand
BO	Bottle	OZ	Ounce
BG	Bag	MF	Per 1,000 ft
C	Hundred	PG	Page
CD	Card	PK	Package
CF	Cubic Foot	PR	Pair
CI	Cubic Inch	PT	Pint
CS	Case	QT	Quart
CW	Hundred Weight	RL	Roll
CY	Cubic Yard	RM	Ream
DA	Day	SF	Square Feet
DZ	Dozen	SH	Sheet
EA	Each	SI	Square Inch
FT	Foot	SP	Spool
GA	Gallon	ST	Set
GM	Gram	SY	Square Yard
GR	Gross	TU	Tube
HF	Hundred Feet	TN	Ton
IN	Inch	UN	Unit
KG	Kilogram	YD	Yard
LB	Pound	YR	Year
LF	Lineal Foot		

- I. Description – Specific description of items ordered includes model numbers, part numbers, amps, voltage, hp, brand, size, catalog references, color, dimensions, etc. Try not to generalize unless absolutely necessary!

If the purchase is of a technical nature, specifications should be attached to the requisition.

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- J. Estimated Unit Price – Price that has been agreed upon between requisitioner and supplier for the item to be purchased.
- K. Estimated Total Price – Multiply the Unit (H.) by the Estimated Unit Price (J.) and enter the total in the appropriate line within the Estimated Total Price column.
- L. Account Number – Enter the appropriate budgetary account number.
- M. Ship via – Means for which the items will be transported to its destination such as vendor truck, customer pick-up, common freight carrier, UPS, etc.
- N. Estimated Freight Cost – Freight charges that have been quoted by the supplier to the requisitioner.
- O. Estimated Total Cost – Enter the total estimated cost by adding each Estimated Total Price(s) (K.) to the Estimated Freight Cost (N.) for all items requisitioned.
- P. Recommended Vendor(s) – The requisitioner suggested or known source or supplier. A supplier address, telephone number, and contact are required. **Try to provide at least three potential sources.**
- Q. Justification for Purchase – Requisitioner to enter reason for the purchase of the described items.
- R. Approved By – Signature of individual authorized to approve expenditure of funds.
- S. Date – The date authorized individual signed the requisition.

Distribution as follows:

Purchase under \$10,000: The original signed requisition will be attached to the yellow copy of the purchase order for processing.

Purchase over \$10,000: The original signed requisition will be forwarded to the Purchasing Division for bidding.

A requisition for formal bids shall contain only these categories listed above: A, B, D, E, F, G, I, L, and R. For item “I” the department or division will attach specifications to the requisition and forward it to the department's assigned Buyer.