

REQUISITION TYPES

GENERAL GUIDELINES

STANDARD

Most common type of requisition
Goods and services with a known quantity and price

Budget Manager approves specific purchase prior to order placement; budget funds encumbered with purchase order

Received by Requisitioner upon satisfactory receipt of goods or completion of services

- Contracts with known payment dates and amounts
- Honorariums
- Services
- Supplies

BLANKET

Standing order for small, repetitive purchases for a specific time period
Goods and services with an unknown quantity or unknown price

Budget Manager approves total amount of the funds to be encumbered by the blanket order
Invoices applied against the blanket approved only by Requisitioner

Received automatically with approval of the invoice by Requisitioner

- Monthly delivery of supplies or services where amount charged varies dependent upon usage
- Services/Contracts when multiple payments of varying amounts are required
- Small dollar value, repetitive purchases for the same supplier (non-catalog)

EMERGENCY

Expenses related to circumstances or situation beyond anyone's control

Purchasing provides Emergency PO number for the purchase; no budget funds encumbered
Budget Manager approves charges after purchase is made

Received automatically with approval of the invoice by Requisitioner

- Damages due to disaster
- Facility failures
- Immediate health, safety and security issues

RETROFIT

Fees and expenses that the supplier would not require a purchase order
Often vendor will not supply an invoice

Budget Manager approves charge submitted with the requisition; no budget funds encumbered

Received automatically during creation of the requisition

- Accreditation fees
 - Awards
 - Conference registrations*
 - Entry fees/Game guarantees
 - Government fees
 - Membership and dues *
 - Non-employee reimbursements
 - Permits
 - Subscriptions*
 - Yearbook/Program ads
- *If p-card not available