# 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
- 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