



*Adrian College*

## **Purchase Requisitions**

A requisition is a formal request from a specific department / or person for goods or services needed. Purchasing will not issue a purchase order unless a request is made through one of the following three procedures listed below:

### **1. Purchase Requisition using Web Purchasing**

Web Purchasing is an electronic process to request all goods and services from a vendor. The vendor can be from the “Approved Vendor List” or you can request your purchase be made from a new vendor. If you are requesting this vendor to be added to the “approved Vendor List” please state so in the “External/Internal” notes field. The process for adding all new vendors will be handled directly through the Adrian College Purchasing Department. Please note that this process could take up to two weeks.

Training for this can be arranged by contacting Christine Adams (x.4097) in the IT department.

### **2. Purchase Requisition using the “Emergency Purchase Requisition” (Pur1) Form**

**The assignment of an emergency purchase order number may be necessary when an emergency exists, but shall not be done as a matter of convenience due to a lack of planning. An emergency is defined as a sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential College services. The detailed procedure is as follows:**

Requesting Department Procedure:

- The requisitioner submits a requisition using the Emergency Purchase Requisition Form (Pur1) or a Web Purchasing Requisition for the purchase of supplies, equipment or services to alleviate the emergency.
- The approved requisition is forwarded to the Purchasing Department with a memo in the “Special Notes field” if using the “Emergency Purchase Requisition Form” (Pur1) or the “Internal / External Notes” field if using Web Purchasing Requisition detailing the exact nature of the emergency and consequences if immediate action is not taken.

- On the occasion where a requisition cannot be prepared in sufficient time to address the emergency, the applicable authorizing individuals within the department should contact purchasing for a verbal PO number. The requisitioner must have an account number that the charges will be posted to before a verbal PO can be given. It will be the responsibility of the requisitioning department to relay the PO number to the vendor.
- The requisitioning department will then forward an approved and completed Emergency Purchase Requisition Form (Pur1) to purchasing.

Purchasing Department Procedure:

- Upon receipt of the approved requisition the Purchasing Department will issue a purchase order to the vendor for goods and/or services detailed in the requisition. The Purchasing department will make every effort to obtain a quotation and or estimate. If a verbal PO number was given to the vendor the Purchasing Department **will not** contact the vendor.

**All emergency requisitions submitted to Purchasing must have an account number that the goods or services are to be charged and approval signatures before Purchasing will process.**

**3. Request for Store Specific Credit Card (Pur2) Form**

This form is used if the requisitioner will be making a purchase themselves using one of the “Store Specific” credit cards. Cards currently available are:

- Hobby Lobby
- Wal-Mart
- TSC – Tractor Supply Company
- Lowes

A purchase order must be requested BEFORE an order is placed. If the order is placed before the purchase order has been processed, it may be considered to be an unauthorized purchase and a purchase order will not be issued. The ONLY way for Purchasing to pay for an order with the Purchasing Credit Card is with a purchase order. If a purchase order is not issued, the College credit card will not be utilized for payment.