

Purchases from Commercial Vendors

Section 4:8 Revised 08/20/2001

All requests for materials and services from commercial vendors must be submitted by departments on a Purchase Requisition form either manual (written) or electronic.

Electronic Requisitions: Are approved by the department before being submitted electronically. No paper copies of requisitions should be sent to purchasing. If there is any supporting documentation needed please send it to purchasing referencing the requisition number used.

Manual Requisitions: The requesting department should send the original signed copy of the requisition and any supporting documentation to purchasing for processing. All other copies should be kept in the department as a record.

The processing of the Purchase Requisition by the Purchasing Department results in the issuance of a Purchase Order. Two copies of the Purchase Order, pink and yellow are returned to the department. The pink copy should be sent back to purchasing after the material has been received. The yellow copy will remain as a record for the department.

The length of time required to process a Purchase Requisition depends on the following:

1. whether the item is on a State Term Contract
2. whether the dollar amount is less than \$2,500 allowing processing without formal bidding.
3. whether the dollar amount of the order (over.\$2,500) requires a local bid
4. whether the dollar amount of the order (over \$200,000) requires a State bid