

## **PURCHASING FORMS MANUAL**

Subject: Purchase Requisitions and Orders

Section: 7.01

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The University is utilizing an automated purchasing system 'SCT Banner' that allows Purchasing to quickly access and update information on vendors, products, terms and further enhances the ability to coordinate and centralize request for bids. The system, forms and procedures in place are described in the following sections.

The procedure for making a Purchase of goods or services is that each department or requisitioner will complete an electronic Purchase Requisition, which is an internal document. Purchasing will process the electronic Purchase Requisition (PR) and generate a Purchase Order (PO) which is an external document.

### **The Purchase Requisition**

An electronic Purchase Requisition (PR) is to be completed for any transactions involving the purchase of supplies, equipment, or services from sources outside the University. Department can submit PR's under \$5,000 without prior bidding. Purchases totaling over \$5,000 are to follow the bid process discussed in section 7.05. Facilities purchases totaling over \$7,500 are to follow the bid process discussed in section 7.05.

Vendors will not accept any order without a valid Purchase Order issued with the Director of Purchasing's signature or a valid purchase order number. Vendors do not accept Electronic or Manual Purchase Requisition Numbers. Instructions on completing a change, supplement or canceling an order follow in Section 7.01A.

### **The Purchase Order**

After the Purchase Requisition is completed and the appropriate approval levels have signed off, Purchasing will process the Purchase Requisition and Banner will automatically e-mail a copy to the requisitioner. Purchase Order copies can be sent to the vendor if a valid email address is entered by the requisitioner in the vendor information screen of FPAREQN.

### **Instructions for Completing the Electronic Purchase Requisition**

**ALWAYS CHECK YOUR BUDGET BEFORE STARTING AN ON-LINE REQ.  
Requisitions cannot be completed if non-sufficient funds in budget.**

To access the requisition forms type FPAREQN in the Direct Access Line on the Banner Main page or select it from your Personal Menu.

**FPAREQN (REQUISITION FORM)**

The Requisition Form is made up of five (5) screens; Requisition Form Screen, Requestor Screen, Vendor Information Screen, Requisition Commodity and Accounting Data Screen, and Balancing/Completion Screen. To access the next screen, click on the next block icon or press CTRL key and PAGE DOWN. **ALWAYS WRITE DOWN YOUR R# FOR YOUR RECORDS.**

**1. REQUISITION FORM SCREEN:**

- REQUEST – Type “NEXT”  
System will automatically select the requisition number.
- Click on the Next Block Icon or Press the CTRL key and PAGE DOWN key to access the next screen.

**2. REQUESTOR SCREEN:**

- ORDER DATE – Will default.
- TRANSACTION DATE – Will default.
- DELIVER BY DATE – Enter the next day or later. The requisition will not process correctly if you use today’s date. Date must be entered DD-MMM-YYYY, if the deliver by dated is in the same month as the transaction date, just enter the day (must be two digits) and tab to the next line.
- REQUESTOR – Defaults based on the Banner user id.
- ORG – Enter Org number that you will be charging. All Funds are tied to Org numbers.
- EMAIL – You must enter your email address
- PHONE – If on main campus enter you four (4) digit extension. If off campus enter your entire phone number; remember to include the area code.
- SHIP TO – Tied to you FUND/ORG. This will bring up your University Address.
- ATTENTION TO – Will default based on Ship to but it can be changed.
- Click on the NEXT BLOCK ICON or Press the CTRL key and PAGE DOWN to access the next screen.

**3. VENDOR INFORMATION SCREEN:**

- **VENDOR** – enter VENDOR Number if you know it.  
If you do not know the VENDOR Number you can:
  - Click on the FLASHLIGHT ICON and select FTIIDEN. This will take you to the Vendor Identity/Name Screen. Tab to the LAST NAME Block and Enter ALL OR PART of the Vendor Name followed by a %. If you don't include the percent sign the search **WILL NOT** work properly. Click on the word OPTIONS and then click on SEARCH. Select the Correct Vendor from the list and Click on the SELECT ICON. This will pull the Vendor Information back to the Requisition for you.
- **IF THE VENDOR IS NOT ON THE CURRENT VENDOR LIST:**
  - Tab to the vendor name field and type in the name of the vendor. Click on the word OPTIONS and then Select Document Text. Click into the Text area and enter the VENDOR name, address, phone #, fax #, and all other available information and Purchasing will enter the vendor to our current list.
- **TO ADD DOCUMENT TEXT** – If you are using a new vendor, see the instructions above. If you have any special instructions, you can add them here as well. **ALL** orders will be mailed unless otherwise noted in the Document text.

#### 4. **REQUISITION COMMODITY DATA SCREEN:**

- **COMMODITY** – Enter the COMMODITY code if know. If you do not know the commodity code, Click on the FLASHLIGHT Icon and you will be brought to the Commodity Code Validation Screen. Select the code the matches the item you are purchasing.
- **PART NUMBER** – Enter the part number, if you know it. This field can be left blank.
- **DISCRIPTION** – Enter a short description of the item or service being purchased. If more room is needed, click on the ADD LINE ITEM TEXT button and continue your description.
- **U/M** – Will default based on commodity code selected. If you need or want to change the unit of measure, click on the button and select the code you need.
- **QUANTITY** – You must enter a number greater than zero (0).
- **PRICE** – You must enter an amount greater than zero (0). If you have more then one (1) item to order click on the NEXT RECORD ICON or DOWN ARROW on your keyboard.
- Click on the NEXT BLOCK ICON or Press the CTRL key and PAGE DOWN key to access the next screen. You will not move from one page to another but to the bottom of the screen you are currently on.

#### 5. **FOAPAL/REQUISITION ACCOUNTING DATA SCREEN:**

- **COA** – Default to A, do not change.
- **INDEX** – Tab past this field

- FUND – If you are billing a FUND enter it in this field. If you are using an ORG, tab past the FUND field and enter the ORG number, the FUND number will fill in automatically.
- ORG – Should default to the ship to code entered on the REQUESTOR SCREEN. If a FUND number is used, the ORG number will default to the ORG number attached to the FUND number being used.
- ACCT – Enter the Sub-Account number being charged.
- PROG – This number will default.
- ACTV, LOCN, PROJ – You can tab past these fields, they are to be left blank.
- PERCENTAGE – If you are splitting the amount to be charged, you need to enter the percentage of money to be charged to the above noted sub-account.
- AMOUNT – Dollar amount will fill in automatically based on the percentage selected. If you are entering more than one ACCOUNTING LINE, Down Arrow on your keyboard or click on the NEXT RECORD ICON.
- Click on the NEXT BLOCK ICON or Press CTRL key and PAGE DOWN key to access the next screen.

**6. BALANCING/COMPLETION SCREEN:**

- **WRITE DOWN YOUR REQUISITION NUMBER**
- If you are sure that all the information entered is accurate, CLICK on the COMPLETE button.
- If you need to review the Requisition at a later time or need an answer to a question concerning the Req. CLICK on the IN PROCESS key.

WHEN YOU COMPLETE AN ON-LINE REQUISITION, along the bottom of the screen you will see “Requisition completed and forwarded to the approval/posting process.” This means that you have successfully completed the requisition.