

# COLORADO STATE UNIVERSITY PURCHASING MANUAL

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SECTION PM-2

REQUISITION (REQ)

PAGE 1

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I. PURPOSE

A requisition (REQ) is an internal source document submitted to Procurement and Contracting Services (PCS) by a campus department to initiate an order for goods or services and to authorize a specific account(s) to be charged for the purchase. A purchase requisition is not a purchase order.

II. POLICIES

- A. Departments use a REQ to request the Office of Procurement and Contracting Services to obtain goods and services that are not authorized for acquisition by APO, PCARD, DV, or the Internal Order.
- B. Departments shall not request vendors to order goods or perform services prior to receipt of an authorized purchase order unless an emergency exists and procedures in paragraph IV.C below are followed. Departments or individuals who violate this policy are in violation of state and University policies and procedures even though a "confirming" REQ may be submitted later. All persons involved in the making of an unauthorized commitment of state (CSU) funds may be held personally liable for the amount of the obligation, and CSU and the state are not responsible for such payments.
- D. Procurement and Contracting Services prepares and issues the purchase order to a vendor based on price, quality, available delivery, etc.
- E. All written agreements requiring the University's signature **MUST** be processed by Procurement and Contracting Services, regardless of dollar amount.
- F. Requisitions for current fiscal year appropriated funds should be submitted to Procurement and Contracting Services in sufficient time to ensure receipt of goods and services on or before June 30 (current fiscal year-end). The last day on which PCS will accept a REQ that requires a procurement solicitation to be conducted pursuant to the CSU Procurement Rules for issuance of a commitment voucher within the current fiscal year is May 1. Where no solicitation is required (Purchasing Agent discretionary range or previously established approved sole source), the deadline is May 30.
- G. Requisitions for renewals for the next fiscal year, typically open POs or service/maintenance agreements, should be submitted to PCS in sufficient time to ensure the commitment voucher, either a PO or contract, is in place on or before July 1 (the beginning of the next fiscal year). The last day on

# COLORADO STATE UNIVERSITY PURCHASING MANUAL

SECTION PM-2

REQUISITION (REQ)

PAGE 2

which PCS will accept a REQ for issuance of a commitment voucher for the next fiscal year is May 15.

- H. Departments are responsible for requesting a purchase order amendment when a cancellation or a change in quantity, specification, etc. of an item or service is desired after the purchase order has been issued. See paragraph IV.D below.
- I. Departments are responsible for completing a General Error Correction for all account number and object code changes. Please refer to the Financial Policy and Procedure Instruction Manual (FPIs).

### III. PROCEDURES

Departments should submit a REQ to Procurement and Contracting Services to purchase goods and services when an APO, PCARD IO or DV are not authorized. All requisitions are created and submitted in the CSU financial system and any/all pertinent backup documentation, including any vendor-supplied agreement or term sheet that is to be considered, must be attached as an electronic file to the requisition document.

Requisitions initiate all purchases made by Procurement and Contracting Services; however, purchases may require certain data entry, annotations, approvals, documents and certifications. Procedures for obtaining various goods and services are outlined in the paragraphs below.

- A. Goods. Complete a requisition in the CSU financial system for all purchases greater than \$5,000. **Exception: purchases for goods up to \$10,000 made from a contracted supplier in the CSU Marketplace e-Procurement System (SciQuest®).**
- B. Copiers. Departments desiring to rent, lease/purchase or purchase a copier should proceed as follows:
  - 1. Contact Communications and Creative Services (CCS) for an evaluation of needs and specifications appropriate for the intended use of the copier. CCS will recommend the proper equipment under their Ram Copy Program if available, or may refer the department to PCS for copier proposals from authorized vendors on desired recommended machines.
    - a) Requests for copiers that exceed 55 pages per minute will be reviewed on a case-by-case basis by CCS. Most departments require

# COLORADO STATE UNIVERSITY PURCHASING MANUAL

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---

SECTION PM-2

REQUISITION (REQ)

PAGE 3

---

- this type of equipment only on a few occasions and it is more economical for Ram Copy to provide the copying service rather than for the department to acquire high output equipment.
2. Authorized vendors will give copier demonstrations upon request. CCS and PCS must arrange these demonstrations.
  3. The department will complete the Copier Proposal Evaluation based on the Copier Proposal's information and demonstrations. In addition, the department will complete a memo stating why the Ram Copy program is not a viable option for their needs. Contact Purchasing Agent for instructions.
  4. The department prepares and submits a PR along with the Copier Evaluation and any proposed vendor agreement, if the machine is to be rented or lease/purchase.
- C. Equipment purchases from Fund 2-1XXXX. Departments must complete and attach an approved Equipment Acquisition Request form (EAR) to requisitions for equipment funded from account prefix 2-1XXXX. See Financial Policy and Procedure Instruction Manual (FPIs).
- D. Narcotics and dangerous drugs. Departments requiring purchase of narcotics and controlled substances under the Controlled Substances Act of 1970 must file an approved application with the Drug Review Committee and the responsible Purchasing Agent. The Chair of the Colorado State University Drug Review Committee provides these forms. Use REQ for purchases; PCARD and DV **ARE NOT ALLOWED and may result in immediate revocation of PCARD and purchasing privileges as well as other penalties.** The Colorado State University's DEA number must be documented after each use to maintain a campus-wide inventory as required by law.
- F. Maintenance. Departments should submit a REQ for maintenance agreements. If the vendor does not require a written contract, an APO or PCARD can be used within established dollar limits. Special procedures apply to maintenance of computers. Contact Procurement and Contracting Services for more information. **Note: If there is a written vendor agreement, DO NOT SIGN IT, but return it to PCS attached to your REQ. Procurement and Contracting Services will initiate a contract form and obtain authorized signatures.**

# COLORADO STATE UNIVERSITY PURCHASING MANUAL

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---

SECTION PM-2

REQUISITION (REQ)

PAGE 4

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- G. Repair of equipment. Use a REQ if the cost will exceed APO or PCARD limits. If possible, obtain estimates for repair costs from potential vendors and submit the estimates along with the REQ to Procurement and Contracting Services. If the invoiced amount differs from the PO amount, the PO can be adjusted by Amendment, either up or down, prior to payment.
  
- H. Services. Use a REQ for services \$5,000 and greater, or for service agreements which are more advantageously handled on a central basis via consolidation or competitive bid.
  
- I. Equipment lease and rentals. Use a REQ for rentals that exceed APO or PCARD limits, or where a rental agreement exists (departments ARE NOT AUTHORIZED to sign rental agreements). All rentals shall be less than three months in duration and non-recurring. Leases and lease purchase must be processed by Procurement and Contracting Services, regardless of dollar amount.
  
- K. Advance payment. The policy of the University is to pay against a purchase order only after receipt of goods or services; however, if the type of purchase or policy of the company requires an advance payment, notation should be made on the REQ. If approved by the University Controller (or authorized delegate), the advance payment will be transmitted to the vendor.
  
- L. Sole source purchase. Sole source purchase (the designation of a manufacturer or "brand name only" for goods or a specific vendor for service) is permitted only when fully justified by the requester and approved by Procurement and Contracting Services. Competitors' deficiencies shall also be documented. All requests for sole source purchase must have a statement addressing "conflict of interest". Departments requesting a sole source purchase should visit the Procurement and Contracting Services website for instructions and documentation format. All sole source purchase requests will be posted for a minimum of three (3) business days on the State of Colorado "BIDS" website as a Notice of Proposed to Sole Source. The mere mention of a particular brand name or vendor name in a grant proposal is not a sufficient basis for a sole source; the granting agency must clearly direct the University to use restricted funds for that product or service, or the purchase will be competed.
  
- M. Trade-in. A department should coordinate with Procurement and Contracting Services if it desires to trade-in an item on the purchase of a new item. If the trade-in is agreed upon, the requisition should fully identify the item to be traded and must be accompanied with an "Equipment Accountability Change Request" (EACR) form which includes a full description, manufacturer, and

# COLORADO STATE UNIVERSITY PURCHASING MANUAL

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serial number and University decal number, if applicable, of the item to be traded. CSU Property Management (in Business & Financial Services) must approve the EACR prior to submitting the REQ to Procurement and Contracting Services. The EACR form is available from the Property Management Office.

## IV. PURCHASE ORDER (PO)

- A. General. Procurement and Contracting Services will evaluate all possible ways of satisfying the stated requirement for goods and services, to include the use of surplus materials. The Surplus Property Manager (in Central Receiving, Mail Services and Surplus Property) will advise the Purchasing Agent of surplus items that are available for reissue or possible sale. If none of these sources can provide the goods and services requested, Procurement and Contracting Services will issue a PO only after all source selection requirements have been met.
- B. PO review by department. After the PO has been prepared and approved by an authorized Purchasing Agent, the department should check the PO against the REQ and contact Procurement and Contracting Services regarding any errors. The ordering department is ultimately responsible for the accuracy and completeness of all specifications and requirements.
- C. Emergency purchase. An emergency PO should be used only when an emergency condition (as defined in State Fiscal Rule 2-2, sec.2.6 and CSU Procurement Rule V.C.2) prevents the use of a competitive procurement method. The University may authorize an emergency purchase only when an official who is authorized to declare an emergency has done so. Emergency procurements may be negotiated on a sole source or limited competition basis as dictated by the circumstances surrounding the emergency, in the discretion of the Director of PCS or designee. Only the goods or services needed to meet the emergency conditions will be procured without competition. For more details on emergency purchases, consult the Colorado State University Procurement Rules, section V.C.2.

Procurement and Contracting Services will provide expeditious handling of emergency requisitions.

### D. Purchase Order Amendment

Requirement. A Purchase Order Amendment is required when the vendor, quantity or description of an item(s) is changed, when there is a major change in price, when items are deleted or added, or if department requirements

**COLORADO STATE UNIVERSITY  
PURCHASING MANUAL**

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SECTION PM-2

REQUISITION (REQ)

PAGE 6

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change or no longer exist. A change in delivery date or minor change in price generally does not require an Amendment.

The Department of Procurement and Contracting Services will prepare and approve the Purchase Order Amendment. The department is responsible for initiating the Amendment request by written communication to the Purchasing Agent.