



Name: Procurement – Standard Purchase Requisition
Policy Number: 4-1014
Approving Authority: Director, Financial Services
Approved: 1 August 1994
Responsible Office: Financial Services
Responsibility: Manager, Procurement Services
Revision Date(s): 14 March 2022, 18 November 2014, 1 September 2007
Next required review: March 2027

1. PURPOSE

- 1.1. The standard purchase requisition is used to initiate the acquisition of goods and services from both internal (Inventory & Distribution) and external sources. Requisitions from external sources will result in the issuance of a University Purchase Order.
- 1.2. Depending on cardholder limits, transactions can also be processed through the University's procurement card program (See [4-1021 Procurement – Procurement Card](#)).

2. COMPLETION

- 2.1. Standard purchase requisitions are available from Inventory & Distribution (Commodity Code 151015010). Details such as vendor name, address, shipping information should be provided on the form. (See [4-1027 Procurement – Purchasing Thresholds](#) for additional requirements prior to purchase).
- 2.2. Under normal circumstances, and where appropriate procedures have been followed, a Purchase Order number will be assigned within 24 hours of receipt of a requisition.
- 2.3. Procurement Services will be provided with back up documentation for:
 - a) requests for "sole source" purchases
 - b) requests that do not conform to University standards
 - c) requests for sources other than the University's preferred vendors
 - d) requests for material or service of a quality that seem less or greater than required
 - e) requests without proper authorization