



Procedure 202-05 Requisitions and Purchase Orders

Sponsor: Business and Administrative Services

Purpose

The purchasing procedure is designed to assist faculty and staff through the procurement process from identifying a need and initiating a requisition to issuance of a purchase order.

Definitions

Amendment/Change Order: A written modification to a contract or purchase order or other agreements.

Blanket Order: A contract under which a vendor agrees to provide goods or services on a purchase-on-demand basis. The contract generally establishes prices, terms, conditions and the period covered (no quantities are specified); shipments are to be made as required by the purchaser.

Vendor: Someone who sells something; a "seller."

Procedure

Purchase Requisitions

The initial tool of the procurement process is the purchase requisition. It provides a clear and complete description of the requisitioning department's needs and transmits authority to the Purchasing Department to expend the requisitioning department's funds.

The purchase requisition by itself, however, is not a legal document and cannot be used to authorize a vendor to provide materials or services to any person or department with the District. Nor can it be used to process payment of an unauthorized transaction. Unauthorized purchases may be considered a personal obligation and individuals making unauthorized purchases may be personally responsible for those purchases.

A requisitioning department's needs are submitted through a purchase requisition. The estimated cost on completed requisitions will be checked against budget capacity. If budget capacity is available, the requisition may be approved. Funds will be encumbered until the invoice is paid or the purchase order is canceled.

Departments/areas can review their budgets on-line. The on-line budget will show the adjusted budget, year to date expenditures, encumbrances, and available budget. It is the responsibility of each requisitioning unit to monitor their budgets.

Each department/area is assigned an org number and has access to acceptable account codes. All requisitions must include the complete coding string to be charged.

Purchase Orders

A purchase order (PO) is prepared from a requisition and copies are sent to the vendor and appropriate departments. The Purchasing Department is the only office authorized to assign a purchase order number.

Blanket Orders

Blanket orders are issued for a specified time period at an estimated total dollar amount to encumber funds, and/or establish a purchasing arrangement with a vendor for a period of time (e.g., monthly, quarterly, and yearly) for orders of miscellaneous items or recurring order of small value items.

Note: Departments using blanket orders must ensure expenditures do not exceed the funds encumbered.

Order Changes and Cancellations

If an order must be changed, contact the Purchasing Department by memo or e-mail, justifying the need to change or cancel an order. Orders involving custom work or unique specifications may require authorization from the vendor.

Any purchase order, which has been delivered, constitutes an agreement or contract between District and supplier. Either party may not break it arbitrarily.

Any purchase order which has not been delivered may, on approval of both parties, be canceled. However, cancellation of a purchase order may incur charges by the supplier.

References

None

Procedure History

10/25/2019 New and Adopted by the Executive Leadership Council

07/07/2025 Revised Sponsor from Purchasing and Auxiliary Services to Business and Administrative Services

Legal Review

None (the contents of this procedure are substantially from state laws and procurement codes)