

University Of Massachusetts Lowell	
Date: July 01, 2001	Section:2.1
Subject: Purchase Requisitions for all Purchases	

Following are the instructions for completing the purchase requisition form.

1. All purchases must be processed through campus Purchasing Department on purchase requisition form.
2. Reasonable care should also be exercised to include on each requisition only such items as can be furnished by the same type of supplier (e.g., do not mix hardware with lab supplies).
3. Each requisition must contain a complete description of the material desired and the name and address of suggested source of supply. If the material desired is available from a "single source" vendor, a sole source documentation form containing an explanation of why it is the only acceptable source must accompany the requisition together with a written quotation if amount exceeds \$5,000. **(See Dollar Limits, Section 2.4)**
4. If the product description will not fit easily in the description space of the requisition form, the information should be typed on a continuation sheet.
5. The prices, properly extended and totaled, and the approval of the Department Chairperson, director, or person exercising budgetary control must also appear on the requisition.
6. Each requisition should also designate the date that the material is required. Every effort will be made to obtain delivery by the required date. Do not use terms such as "Rush" or "ASAP".
7. Each requisition should be prepared and the original should be submitted to the Purchasing Department; the requisitioning department should retain a copy for its files. The department must state when (date) the prices were quoted and to whom they corresponded with (name of person contacted). This information must appear in the description column of the requisition or a quote should accompany the requisition.
8. The requisition is pre-numbered and all inquiries concerning the requisition should reference that number.
9. A copy of each purchase order issued by the Purchasing Department against a requisition, will be forwarded to the requisitioning department.

