Prior to making a purchase, a Purchase Requisition followed by a Purchase Order must be completed. A Purchase Requisition is a request to purchase a product and/or service. A Purchase Order is the normal instrument by which goods are procured to fill a requirement. It is to be used for the procurement of supplies, equipment, furniture and services. Exceptions include Petty Cash, office supplies which are purchased against our office supply contract and items/services purchased on Blanket Purchase Orders, Limited Purchase Orders (orders under $150.00), or credit cards. It is the seller’s authority to ship and invoice for goods specifically on the order. It is a legal instrument, which expresses the buyer’s part of a contract of sale. Once accepted, it has the legal force of a binding contract.

Web Purchasing is our online purchasing system. The procedure you will use for submitting your requisition, acknowledging receipt of product/service is determined by whether someone in your department has been trained on Web Purchasing.

If you or someone in your department has been trained on Web Purchasing, please follow the steps marked “Electronic Process” to submit a requisition and receive against a purchase order. If no one in your department has been trained on Web Purchasing, please follow the steps marked “Manual Process”.

**Electronic Process:**
The department identifies a need for an item and/or service. The person requesting an item and/or service gives the information to the person who was trained on Web Purchasing. That individual enters the information into Web Purchasing creating a purchase requisition. The requisition is then submitted electronically to the appropriate person for approval and then routed to the Purchasing Office for final approval. If your request is approved by the Purchasing Office, your requisition will be converted into a purchase order. The purchase order will then be faxed or mailed to the vendor for the order to be fulfilled.

When the order is received in full or partially received, or the service has been completed or partially completed, the person who requested the product notifies the designated person who was trained on Web Purchasing of the status of the order. That designated person receives the appropriate item(s) in Web Purchasing and a receipt is electronically routed to Financial Edge, our financial system. At that point, if Accounts Payable has an invoice to match with the receipt, the invoice is scheduled for payment.

**Manual Process:**
The department identifies a need for an item and/or service. The person requesting an item and/or service fills out a Purchase Requisition form and has it signed by the person with budget responsibility for the department.
Purchase Requisition forms can be obtained from the Purchasing Office or downloaded and printed from the Purchasing web site. Instructions on how to fill out a Purchase Requisition can be found on the Purchasing web site under Purchase Requisition Form.

If using the pre-printed Purchase Requisition form, the completed white copy of the requisition is forwarded to the Purchasing Office. The department retains the pink copy. If the requisition form is printed from the web site, the department should make a file copy before submitting the completed requisition to the Purchasing Office. Purchasing enters the data from the requisition into Web Purchasing. A purchase order is generated and faxed or mailed to the vendor for the order to be fulfilled.

A copy of the purchase order is sent to the department. When the order is received in full or partially received, or the service has been completed or partially completed, the department signs and dates the purchase order, marks the appropriate item(s) as “received” or “completed” and returns it to the Purchasing Department. Purchasing receives the appropriate item(s) in Web Purchasing and a receipt is electronically routed to Financial Edge, our financial system. At that point, if Accounts Payable has an invoice to match with a receipt, the invoice is scheduled for payment.

For orders under $150.00, a Limited Purchase Order or a JP Morgan Procurement (Credit) Card may be used. Instructions for Limited Purchase Orders can be found on the Purchasing web site under Small Dollar Purchases.

If assistance is needed, please contact the Purchasing Office at ext. 3116.