

Purchase Requisition / Purchase Order

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 fulfill a requirement. It is to be used for the procurement of supplies, equipment, furniture and services. Exceptions include Petty Cash and office supplies which are purchased against our office supply contract. 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.

Workday is our online purchasing system. Generally, one employee per department is trained on Workday to create purchase requisitions on behalf of their department. When a department identifies a need for an item and/or service, the employee who was trained enters the information into Workday, creating a purchase requisition. The requisition is electronically routed to the appropriate person for approval and then 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 Purchasing Office will send the purchase order to the supplier for the order to be fulfilled.

After the order is physically received or service is rendered, a receipt must be created against the purchase order in Workday. At that point, if Accounts Payable has an invoice to match with the receipt, the invoice is scheduled for payment.

For instructions on how to create a purchase requisition and how to create a receipt against a purchase order, please visit the Workday Guides section on the Purchasing website.

For additional assistance, please contact the Purchasing Office at ext. 3116 or 3631.