

SECTION 8: DEPARTMENTAL PURCHASE REQUISITION

All purchases of goods and services from outside sources (not within the University) are initiated with a departmental purchase requisition. The ordering department should determine quantities, minimum technical requirements and delivery requirements of goods and services. The department may suggest vendors and estimate pricing, but you can also seek assistance from University Purchasing for suggested vendors. The ordering department prepares a purchase requisition in one of the following two methods. The requisition should include the appropriate sales tax.

NOTE: The University pays either Washington state sales tax or Washington state use tax on purchases made outside of the state of Washington.

The ordering department is also required to supply justification if a sole source is recommended. See <http://www.gonzaga.edu/campus-resources/Offices-and-Services-A-Z/Purchasing/PuchasingFinanceManual.asp> Section 2: Purchasing Department Resonsibility and Authority for additional information.

On-Line Requisitions

This method requires Banner Form access to use. If you are interested in being given access to this methods you will need to complete Banner Navigation and Banner Finance on-line at www.gonzaga.edu/gutraining. Upon completion of these training courses the Budget Officer should send an email to Linda Wilson, Controller's Office at wilsonl@gonzaga.edu requesting access showing her a list of funds and organization codes you will need. She will work with the budget officer for any additional forms needed. University Purchasing will work with you on the training portion after this approval has been completed.

Instructions for completing an On-line Requisition:

1. At General Menu type: FPAREQN (Enter)
2. Type NEXT (Ctrl PgDn) (Ctrl PgDn)
3. Type Today's Date 00/MON/YEAR (Ctrl PgDn)
4. Type Your Major Organization Code (I.e., JCMA) (Ctrl PgDn)
5. Type SHIP (For General Campus Delivery or SINTO (For Warehouse Delivery (Ctrl PgDn)
6. Type Your Department AD Box # and Last Name (PS 81 Lunden) (Ctrl PgDn)
7. Type Vendor Code (Normally first three letters of first two names) or use PURCHASE (for Purchasing decides) (Ctrl PgDn)
8. Tab Once, Type Description of item (Tab)
9. Type Unit of Measure (I.e., EA, HR) (Tab)
10. Leave NT for No Tax or Type WAST for Washington State Tax (Tab)
11. Type Quantity (i.e., 1, 2, 3) (Tab)

12. Type each price (Tab) (Ctrl PgDn) (Tab 3 Times)
13. You can either leave Orgn Code or Change it (Tab Once)
14. Type in Account Code (Tab 7 Times)
 - a. If you have another item to enter (Ctrl PgUp) (Arrow down one line) (Tab Once) Repeat 8-14
15. If Done Ctrl PgDn
16. Click Complete

After completion write your requisition number on top of any backup documentation (i.e., quotes, contracts, invoices, packing slips) scan and email to purchasing@gonzaga.edu, or fax to (509) 313-5953.

Paper Requisitions

A blank form can be found <http://www.gonzaga.edu/campus-resources/Offices-and-Services-A-Z/Purchasing/PurchasingandFinanceForms.asp> in either excel or PDF Format.

Instructions for completing a paper purchase requisition

1. **Date Prepared:** Fill in the date the requisition was initiated
2. **Date Required:** This box should be utilized when it is essential for a product to arrive by a certain date: It is also recommended that you put the date required in the body of the text so that it will not be overlooked.
3. **Item:** Starting with 1, number each separate item on the order
4. **Quantity:** Total number of each described item
5. **Unit:** this is a single quantity description (ie. each, dozen, box, gallon, case ect.)
6. **Description:** Be specific and include any special instructions, part numbers ect.
7. **Unit Price:** price per unit
8. **Amount:** Total price of item (unit x unit price)
9. **Freight:** Include any freight or handling charges or an estimate of those charges.
10. **Tax:** Inlcde all Washington state tax or Washington state use tax (8.7%).
11. **Banner Vendor Number:** For Purchasing use only
12. **Suggested Vendor and Complete Address:** Contact Purchasing for Assistance if you don't have this information.
13. **Budget Number:** Insert fund, organization and account codes as well as the total dollars to be charged. The account code is required even when using a restricted fund.
14. **Department:** Department that Purchasing will deliver goods and purchase orders to
15. **Ext.:** The extension Purchasing will call if there are any questions
16. **Box:** AD/MSC box where the purchase order will be sent to
17. **Please Select One of the Four Options Below:** check the box that most describes how you want the purchase order processed.
18. **Requestor:** Person who is requesting the order item

19. Signature of Budget Officer: Signature of the person who has been granted expenditure authority. See <http://www.gonzaga.edu/campus-resources/Offices-and-Services-A-Z/Purchasing/PuchasingFinanceManual.asp> Section 6: Expenditures and Authority for additional information.

20. Purchase Order Number: To be assigned by Purchasing

After completion you want to write scan and email your signed requisition and any backup documentation which can include: quotes, contracts, invoices, packing slips to purchasing@gonzaga.edu or fax to (509) 313-5953.