Glenville State University Purchase Requisition Form

Requisition Number (assigned by the Business & Finance Office): _____ **Version Number:** _____

Section 1 - Request Information		Section 2 – Vendor Information	
Date of Request:		**Vendor Name:**	
Name of Requestor:		**Contact Person:**	
Unit Name:		**Phone No:**	
Unit Processor:		**Email Address:**	

Section 3 – Funding Information				Section 4 - Hospitality/Event Information	
Sub-Fund:		**Sub-Fund:**		**Event Date:**	
Unit:		**Unit:**		**Event Name:**	
Object:		**Object:**		**Event Location:**	
Sub-Object:		**Sub-Object:**		**No. of Attendees:**	
Program:		**Program:**		**Type of Attendees:**	
Amount:		**Amount:**		*Examples: Faculty, Staff, Student, Job Interviewee, Job Committee Member, BOG Member, Speaker.*	

Section 5 – Order Information (Attach Supporting Documentation)				
Purpose:				
Dates of Service:				
Description	**UOM**	**Quantity**	**Unit Price**	**Extended Price**
Total				

Section 6 – Order Instructions (To Be Completed by the Purchasing Office)	
☐ **PO Not Required**	**The Unit Pcard Cardholder may place and/or pay for the Order in accordance with the Purchasing and Pcard Policies & Procedures.**
☐ **PO Required**	**The Purchasing Office will issue a Purchase Order to the Vendor to place the Order.** **The Accounts Payable Office will process the Invoice(s) for payment.**
☐ **Other**	

Section 7 – Approval Signatures

Unit Head Signature (Required on all Requisitions): _____Date: _____

Area VP/Director Signature (Required if $1,000.00 or more): _____Date: _____

Technology Office (Required for all Technology Equipment & Services): _____Date: _____

Business Office Senior Accountant (Required for all Requisitions): _____Date: _____

Controller Signature (Required for all Requisitions): _____Date: _____

CFO-CPO Signature (Required for all Requisitions): _____Date: _____

President's Signature (Required if $5,000.00 or more): _____Date: _____

Purchase Requisition Form Instructions

These instructions do not replace any policies or procedures and only serve as a general guideline as to how to complete the Purchase Requisition Form.

Section 1 - Request Information	
The purpose of this section is to obtain information about the date of the request, who is requesting the goods or services, what Unit the goods or services are for, and who will process the Order.	
Date of Request:	Enter the current date.
Name of Requestor:	Enter the name of the person who is requesting the goods or services.
Unit Name:	Enter the name of the Unit that the goods or services are for.
Unit Processor:	Enter the name of the Unit Processor (Unit Pcard Cardholder).

Section 2 – Vendor Information	
The purpose of this section is to obtain information about the vendor and the vendor's contact person that the Requestor would like to purchase goods or services from.	
Vendor Name:	Enter the name of the vendor.
Contact Person:	Enter the name of the contact person for the vendor.
Phone No:	Enter the contact person's phone number.
Email Address:	Enter the contact person's email address.

Section 3 – Funding Information			
The purpose of this section is to obtain the funding source information that the expense for the goods or services is to be charged to. This information must be provided by the Unit. Contact the Business & Finance Controller if you need assistance.			
Explanation		**Example Only.** **Each Unit has a unique funding distribution.**	
Sub-Fund:	Enter the Sub-Fund number.	Sub-Fund:	9600
Unit:	Enter the Unit number.	Unit:	5000
Object:	Enter the Object number.	Object:	3200
Sub-Object:	Enter the Sub-Object number.	Sub-Object:	H116
Program:	Enter the Program number (Same number as the Sub-Fund number).	Program:	9600
Amount:	Enter the Amount that is to be charged to the Sub-Fund, Unit, Object, Sub-Object, and Program.	Amount:	$1.00

Section 4 - Hospitality/Event Information	
The purpose of this section is to obtain information about the event if the request to purchase the goods or services is for hospitality services, hospitality related goods, or other items for an event such as awards, gifts, giveaways, or prizes.	
Event Date:	Enter the date(s) that the event will take place.
Event Name:	Enter the name of the event. Example: "Taco Bar Tuesday" or "Home MBB Game vs Fairmont".
Event Location:	Enter the location of the event. Example: "Mollohan Campus Community Center" or "WACO Field".
No. of Attendees:	Enter the number of attendees that will attend the event. Provide an estimated number if you cannot determine the exact number. Be as accurate as possible. Provide a list if possible.
Type of Attendees:	Enter the type of attendees. Examples: Faculty, Staff, Student, Job Interviewee, Job Committee Member, BOG Member, Speaker.

Section 5 - Order Information (Attach Supporting Documentation)	
The purpose of this section is to gain an understanding of the reason for the request to purchase the goods or services, how the goods or services will benefit the University, when services will be performed, and a detailed description of the goods or services.	
Purpose:	Enter a brief description of the purpose of the request to purchase the goods or services. Example for Goods: The goods will be used as a promotional item for Welcome Packages for new students. Example for Services: The services are for the recruitment of students and will make the recruitment effort more efficient and effective.
Dates of Service:	Enter the begin & end date of the service (as applicable). Example for single day: 07/01/2024. Example for a range of dates: 07/01/2024 – 06/30/2025.
Description:	Enter a detailed description of the good or service. Use more than one line if you need to.
UOM:	"UOM" is an abbreviation for "Unit of Measure". Enter the UOM for each item. Examples: Each or "EA"; Lump or "LS"; Day; Week; Month or "Mth"; Year or "YR".
Quantity:	Enter how many items or periods of service that you want to order.
Unit Price:	Enter the price per item or time period.
Extended Price:	No Entry. Automatically Calculates.
Supporting Documentation:	Include supporting documentation from the vendor that contains the following: The vendor's name, address, and contact information; an itemized, detailed description of the goods or services; the unit price; the extended price and other costs such as shipping or handling charges or payment processing fees. Examples are: A Shopping Cart Printout, a Quote, an Agreement, a Contract, a Renewal Form, Order Form.

Section 6 – Order Instructions	
The purpose of this section is to provide general information about how and when the order will be placed and/or paid for. Defer to the Purchasing, Purchasing Card, and Accounts Payable Manual for more information or instruction. The Purchasing Office will indicate by checkmark which method will be used or other instructions.	
☐ PO Not Required	The Unit Pcard Cardholder may place and/or pay for the Order in accordance with the Purchasing and Pcard Policies & Procedures. Please contact the Purchasing Card Coordinator if you need assistance.
☐ PO Required	The Purchasing Office will issue a Purchase Order to the Vendor to place the Order. The Unit will receive a copy of the Purchase Order when or after the Order is placed. The Unit may then contact the vendor to discuss the Order or make the necessary arrangements. A separate Requisition is required to request any changes to the original Purchase Order. The Purchasing Office will issue a Change Order to the vendor to make any changes to the original Order. The Unit will receive a copy of the Change Order when or after the Change Order is issued to the vendor. Please contact the Purchasing Office if you have any questions or concerns about the Order.
	The Accounts Payable Office will process the Invoice(s) for payment. Please contact the Accounts Payable Office if you have any questions or concerns about the Invoice(s).
☐ Other	Other instruction may be given by the Purchasing Office on a case-by-case basis.

Section 7 – Approval Signatures

The Unit is responsible for obtaining the following signatures:

Unit Head Signature (Required on all Requisitions)
Area VP/Director Signature (Required if $1,000.00 or more)
Technology Office (Required for all Technology Equipment & services)

The Purchasing Office will obtain the following signatures:

Business Office Senior Accountant (Required for all Requisitions)
Controller Signature (Required for all Requisitions)
CFO-CPO Signature (Required for all Requisitions)
President's Signature (Required if $5,000.00 or more)