2130 – Requisitions

Purpose
To develop minimum requirements for obtaining goods and services through the requisition process and to ensure appropriate levels of electronic approvals is established.

Scope
The procedure is applicable to all employees who create or approve requisitions.

Standards
- Flow charts have been developed to help with understanding process please refer to them for help
- Any requisition which is $1000 or over will go to the President for approval (a list of exemptions are listed at the bottom)
- Requisitions for less than $1000 will follow the procedures of the person with budget authority.
- The requisition must match the invoice within $50 excluding shipping. If the overage is more then $50 then either a supplemental requisition will be created or final approver can sign the requisition attached to the invoice.
- At any time that the circumstance arises when the employee responsible for approving the requisition is unavailable for an extended period of time, email authorization to temporarily assign a different approver must be submitted to the Comptroller’s office.
- Under no circumstance should an approver with electronic approval authority release the approver’s password.

Audit
By electronically approving the requisition, the approver implies that all supporting documentation has been reviewed and the transaction is appropriate, accurate and complies with all policies.

Exemptions

Contact(s):
Vice President of Administration

Related Form(s)
Relevant Policy or Procedure(s): 1145 -- Purchasing
Requisition Flow Chart

START

Get Pricing from Vendor

Input Requisition in PAWS

Approval by Supervisor

Place Order

Receive Product

Receive Invoice (from Vendor or Business Office)

Print out Requisition from PAWS

Attach Requisition to Invoice and Send to Business Office

END
Requisition Flow Chart
Food Service

START

Verbal Approval by Supervisor

Negotiate with Supervisor

Submit Facility Request or Service Request Form

Receive Invoice from Business Office

Input Requisition in PAWS

Approval by Supervisor

Yes

Print out Requisition from PAWS

Attach Requisition to Invoice and Send to Business Office

END
Requisition Flow Chart
Travel/Reimbursement

START

Input Travel Request Form

Approval by Supervisor

Yes

Travel per Supervisor Approval

Input Requisition in PAWS

Print out Requisition from PAWS

Attach Requisition to Invoice and/or Receipts and Send to Business Office

END
Requisition Flow Chart
Bookstore

START

Return Supplies to Store

Go to Bookstore Page
http://www.bartonccc.edu/bookstore/
for Current Item Information

Input Item Description, Number and Price into Requisition in PAWS

Approval by Supervisor

Yes

Take Printout of Approved Requisition Form to Bookstore and Pick Up Supplies

Bookstore will Attach Requisition to Invoice and Send to Business Office

END
Requisition Flow Chart
Local Retail Vendor
(Walmart, OPI, Dillons, etc.)

START

Return Supplies to Store

No

Verbal Approval by Supervisor

Go to Store and Pick Up Supplies

Input Requisition in PAWS

Approval by Supervisor

Yes

Print out Requisition from PAWS

Attach Requisition to Invoice and Send to Business Office

END