

## **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

Midwest Energy, Kansas Gas Service, direct purchase of natural gas, water, Wheatland Electric.

### **Contact(s):**

Vice President of Administration

### **Related Form(s)**

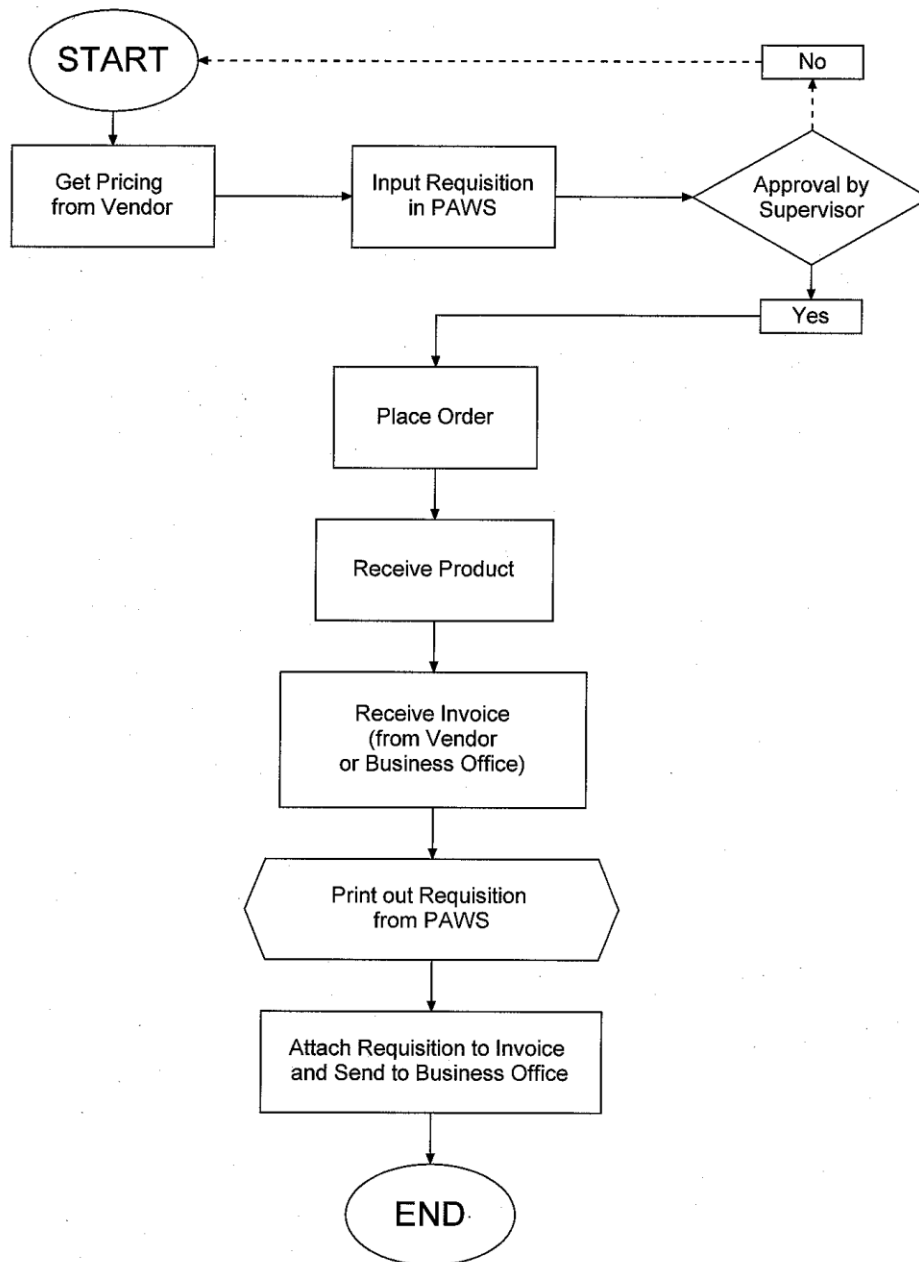
**Relevant Policy or Procedure(s):** [1145 -- Purchasing](#)

Approved by: President

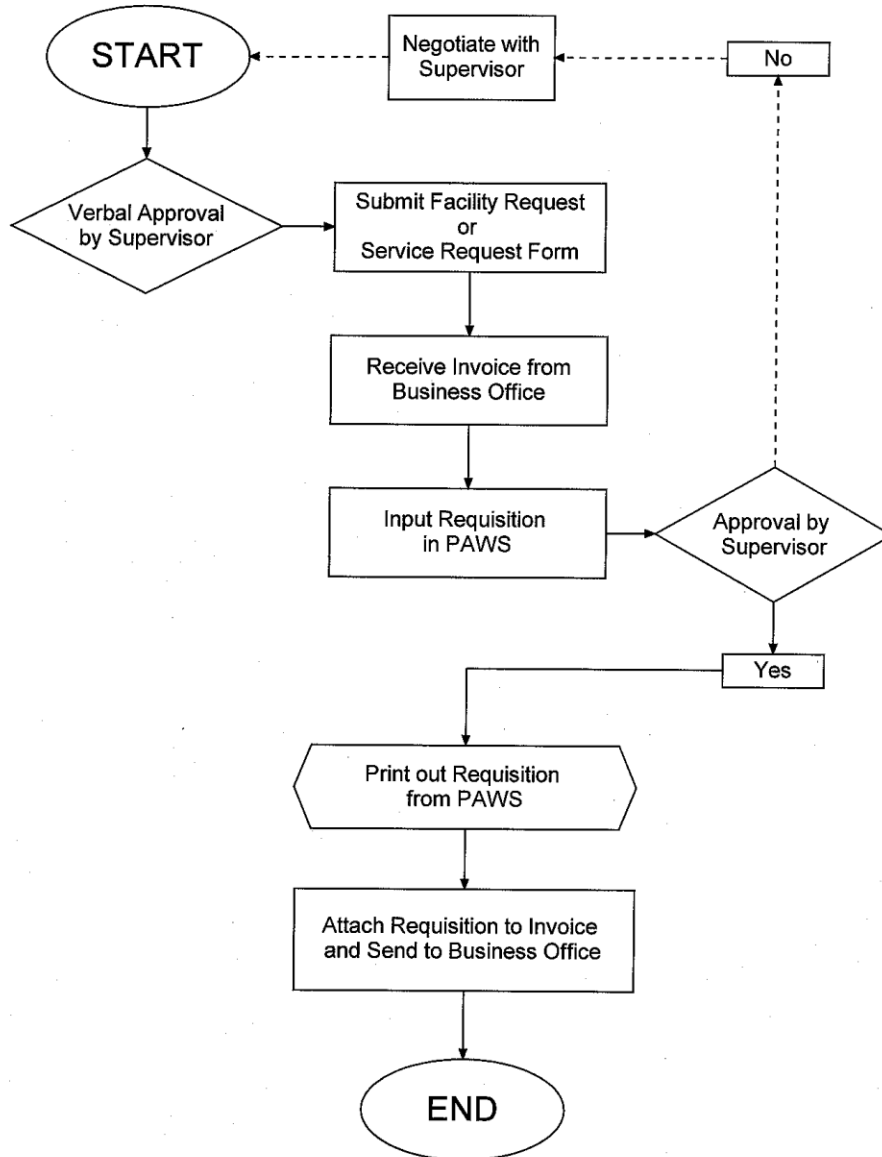
Date: 3/5/07

Revision(s): 6/26/19 (minor revision); 10/6/21 (change); 2/9/22 (minor revision)

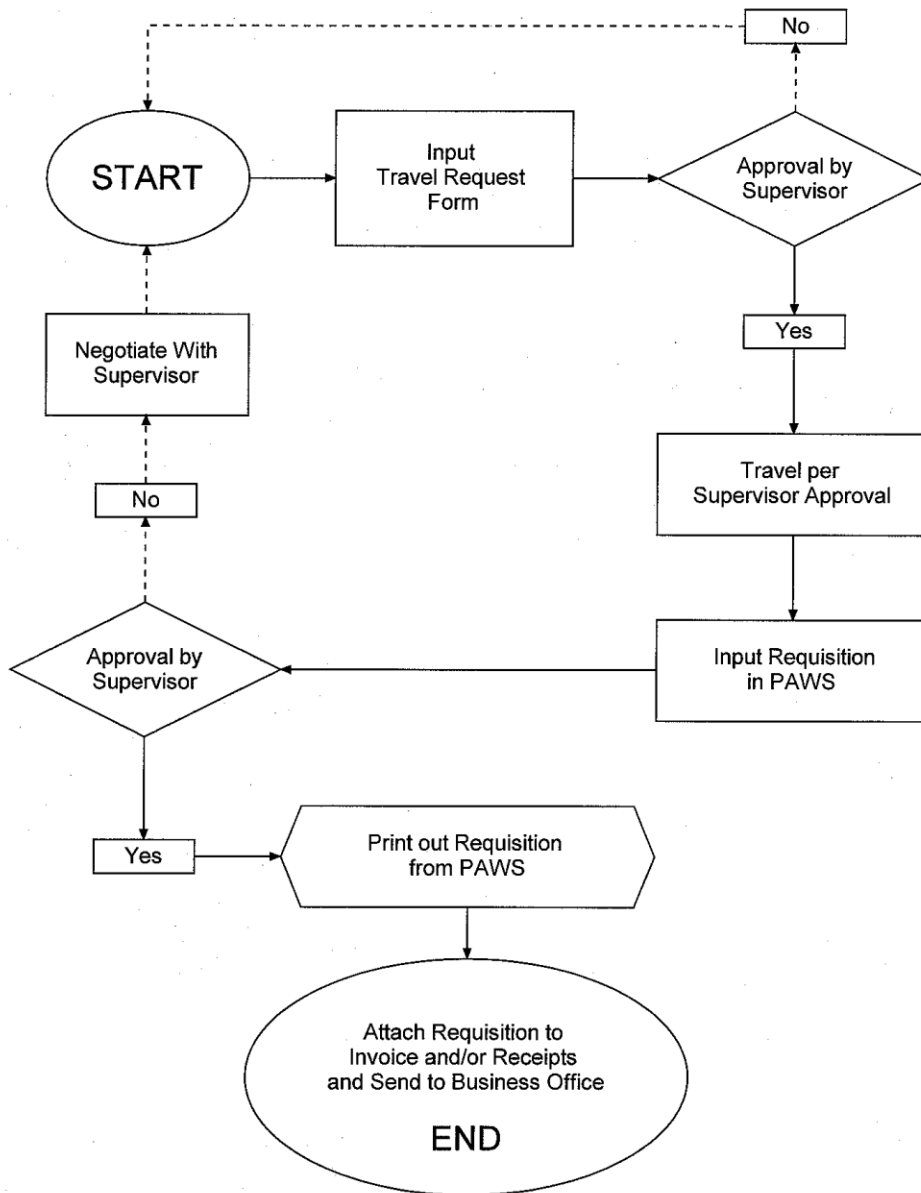
### Requisition Flow Chart



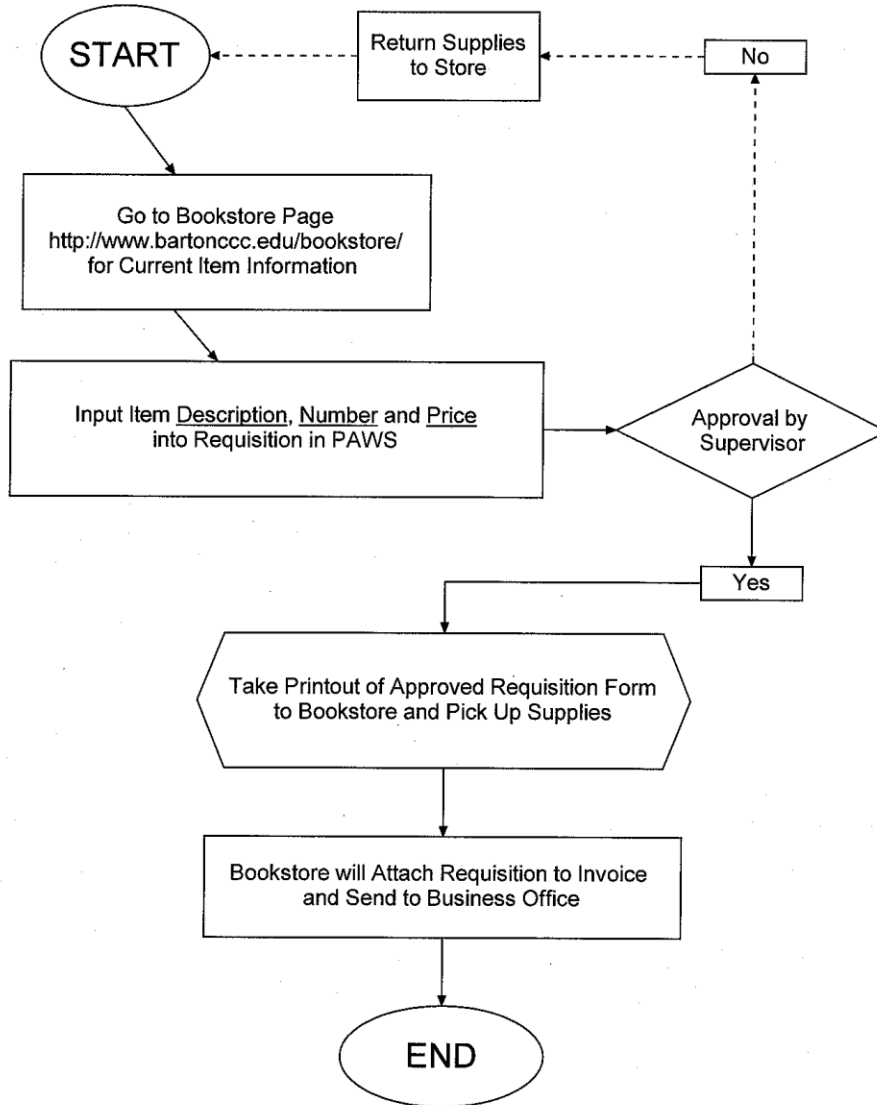
# Requisition Flow Chart Food Service



*Requisition Flow Chart  
Travel/Reimbursement*



## Requisition Flow Chart Bookstore



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

