



<b>POLICY TITLE</b>	Requisitions and Purchase Orders	<b>Policy Number</b>	244
<b>Section</b>	Financial Affairs and Development	<b>Approval Date</b>	June 20, 2013
<b>Subsections</b>	Procurement	<b>Effective Date</b>	June 20, 2013
<b>Responsible Office</b>	Office of the Vice President of Finance and Administration		

### 1.0 PURPOSE

1.1 This policy outlines requirements and instructions for preparing and processing requisitions.

### 2.0 REFERENCES

2.1 UVU Policy 241 *University Procurement*

### 3.0 DEFINITIONS

**3.1 Requisition:** A form used to initiate the procurement of goods, services, or construction by Procurement Services.

**3.2 Purchase Order:** A legal and binding written contractual document serving as a formal order for the goods and/or services listed thereon and setting forth all applicable terms and conditions. A change order amends the original purchase order.

### 4.0 POLICY

4.1 Procurement Services establishes procedures and requirements for processing purchase requisitions and purchase orders. Procurement Services also works to ensure that all orders are compliant with University policy and state and federal codes.

4.2 A requisition must be submitted to initiate the procurement of goods, services, or construction by Procurement Services. Exceptions are specified in Section 4.3.

4.3 Goods or services not requiring a requisition include, but are not limited to:

1) Purchases made in accordance with the small-dollar purchase guidelines established by Procurement Services that do not utilize the requisition process;

2) Salaries and wages;

3) Travel;

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4) University departments that utilize direct billing (such as Dining Services, Printing Service, Facilities, Fleet Services, or other campus departments).

5) Purchases funded for furniture, fixtures and equipment by the Utah Division of Facilities Construction and Management.

4.4 University operating units authorized to engage in direct procurement without going through Procurement Services are listed in Policy 241 *University Procurement*.

## 5.0 PROCEDURES

5.1 University departments must create and approve a requisition before a purchase order can be created. Requisitions are not purchase orders and shall not be used or represented as such.

5.2 When entering requisitions, University departments shall follow the requisition guidelines provided by Procurement Services.

5.3 A purchase order must be completed and approved by Procurement Services before an order is placed. (see University Policy 241, Section 5.3) Exceptions are listed in section 4.3.

POLICY HISTORY		
Date of Last Action	Action Taken	Authorizing Entity