Boise State University | University Financial Services

Standard Operating Procedures

1. Title: Standard Requisition


I. Purpose & Overview

The purpose of this document is to provide campus users with sufficiently detailed information to complete Standard Requisitions in accordance with University policy and central administration requirements. Requisitions are often subject to additional policies and state regulations.

The Purchasing Department receives requests generated by users for products and services that require a Purchase Order. These requests usually consist of quotes, estimated costs and may require a bidding process. Generally included in these requests are purchases greater than $2999, software renewal, and service contract renewal.

II. Procedure

1) Process Flow

2) Definitions

   a. **Standard Requisition**: A request for goods and/or services from a non-employee individual or entity that cannot be paid for within the P-Card limits or is greater than $2999.

   b. **Supplier**: A non-employee individual or entity.

   c. **Charge Account**: Indicates the funding source used to pay each line item on a purchase requisition and includes fund, department, cost center, account, supplemental, and project segments.

   d. **Requester**: Indicates the employee requesting the purchase and drive standard approval workflow. This may be different from the employee entering the transaction.

   e. **POET**: Indicates a restricted funding source used to pay the specific line item on a purchase requisition. It will include a project, department, and account segments and task number.
3) **Requirements**

a. **Requisition Line**
   
   i. **Line Type**: Select Goods or Services. Goods are tangible, services are intangible items.
   
   ii. **Item Description**: Enter a description of the good and/or service requested. Special instructions to Buyer should be added in the Notes to Buyer box rather than in the Item Description.
   
   iii. **Category Name**: Enter All Items or select the appropriate category.
   
   iv. **UOM (Unit of Measure)**: If Line Type is Goods, enter “EA” for each. This field will not display if Line Type is Services.
   
   v. **Price**: This field displays if Line Type is Goods; enter estimated amount for the item.
   
   vi. **Supplier**
   
   (1) **Existing Supplier**: Select appropriate supplier in the system.
   
   (2) **New Supplier**: Select New Supplier and enter the Supplier Name. Supporting documentation (Substitute W-9) should be emailed to APsuppliers@boisestate.edu.
   
   (3) **Unknown Supplier**: Leave blank.
   
   vii. **Attachments**: Documentation should be attached at the top of the requisition.
   
   (1) **Forms**: Upload forms applicable to the specific transaction according to policy requirements.
   
   (2) **Supplier Quotes**: Upload any quotes that have already been received for the request.
   
   (3) **Request Details**: Upload specifications for requisition.
   
   (4) **Department-Specific**: Upload additional documentation according to your department business process.
   
   viii. **Delivery**
   
   (1) **Requester**: The requisition will be routed to the supervisor of the requester for review and approval.
   
   (2) **Urgent**: If the request is urgent, update to Yes and enter a Need by Date.
   
   (3) **Need by Date**: Default is 7 days. Update if urgent.
   
   (4) **Deliver to Location**: Select campus location for delivery or include in Notes to Buyer.
   
   ix. **Billing**: Enter funding source information for the transaction. Each line of a requisition must have a funding source entered.
   
   (1) **POET**: Used to enter project funding sources.
   
   a. **Project Number**: Ten digit project segment.
   
   b. **Task Number**: 100002 for tagable assets, otherwise use 100001.
   
   c. **Expenditure Type**: Six digit account segment.
   
   d. **Expenditure Organization**: Five digit department segment.
   
   (2) **Charge Account**: This describes the funding source and should only be updated for non-grant funding sources. Each segment should be entered.
   
   a. **Funding Source**: Select a favorite from your drop down. <OR> Enter
   
   b. **Fund**: Four digit fund segment.
   
   c. **Department**: Five digit department segment.
   
   d. **Cost Center**: Seven digit cost center segment.
e. **Account:** Six digit account segment.

f. **Supplemental:** Ten digit supplemental segment; enter zeroes if not used.

g. **Interfund:** Default to 0000.

h. **Project:** Ten digit project segment; enter zeroes if not used.

i. **Future1:** Default to 0000000000.

x. **Note to Buyer:** Any special instructions should be entered for Purchasing. Include anything that the buyer may need to know including the status of contract review with General Counsel.

xi. **Justification:** Enter the business purpose.

b. **Approval Workflow**

i. **Funding Source Person:** The requisition will be electronically routed to the funding source person of the department segment entered for each Charge Account for compliance and budget review and approval.

ii. **Supervisor:** The requisition will be electronically routed to the supervisor of the employee that is entered as the Requester for strategic review and approval.

iii. **Principle Investigator (PI):** The PI will be added to the approval workflow with project-funded transactions for review and approval.

iv. **Additional Approval Levels:** The requisition will be electronically routed to additional levels of approval for higher dollar amounts.

   (1) >$9,999: Department Head, Chair, Director

   (2) >$24,999: Dean, Associate Vice President

   (3) >$50,000: Vice President

   (4) **Federally Funded Requisitions >$9,999:** Route to Office of Sponsored Programs

v. **Modifying:** Approvers are able to modify the approval workflow to delegate, reassign, or add approvers in the approval workflow according to department business process.

c. **Review & Payment:** Purchasing will review each Requisition for compliance and approve or return these requests.

i. **Forms:** Confirm that all required forms are attached according to university policy and procedure.

ii. **Details:** Collaborate with departments to gather all information and approvals for the requisition.

iii. **Supplier:** Confirm and/or enter according to PO. Obtain Vendor Information Form, if necessary.

iv. **Approval:** Confirm all non-purchasing approvals are received and initiate Purchase Order approval workflow.

v. **Issue PO:** Purchase Orders are issued by Purchasing and sent to the Supplier, Requester and the Requisition Enterer (if different than requester).

   (1) **Note:** There are certain exception situations that require use of the Invoice Payment process rather than Okay to Pay; the buyer from Purchasing will contact you to let you know if your PO needs to go through the Invoice Payment process rather than Okay to Pay.

vi. **Ok to Pay:** Once the goods and/or services have been received, the requesting department will need to complete the Purchase Order Payment “Ok to Pay” Process.
4) **Supporting Documentation**

a. **Substitute W-9 form**: Complete and email [this form](#) to Accounts Payable at APsupplier@boisestate.edu with taxpayer identification number (TIN) for entities that expect payment as a supplier for the university.

b. **Contract/Agreement**: Written contracts and/or agreements approved or drafted by General Counsel for a supplier.

c. **Supplier Quote**: Written quotes that include supplier information, item descriptions, and prices.

d. **Request for Sole Source Justification form**: Applies to purchases $10,000+. Complete and attach to requisition when requesting a sole source. Purchasing reviews and rejects/approves.

e. **Research Exemption for Scientific Equipment form**: Applies to purchases $10,000+ and does not apply to Federally Funded purchases. Complete and attach to requisition. Purchasing reviews and rejects/approves for research requisitions eligible for this bidding exemption.

f. **Excess, Salvage, or Trade-In Form**: Complete and attach to requisitions when trading in inventory items.

g. **Department-Specific Documentation**: Check with your business manager for additional department documentation requirements.

5) **Best Practices**

a. Ensure the Requester and Funding Source are correct prior to submitting to ensure standard approval workflow is correct.

b. Attachments should not contain sensitive information such as Social Security numbers, banking or credit card account numbers, etc.

c. Attach all documentations to the top of the Requisition for ease of access to all attachments.

d. Notes to Buyer should include all relevant information for the transaction to proactively process the request.
### III. Additional References

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<tr>
<th>Source</th>
<th>Link</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oracle Financials Cloud (OFC)</td>
<td>System</td>
<td>Expense Reports are entered in OFC for expense items, approval, and reimbursement.</td>
</tr>
<tr>
<td>Substitute W-9 Form</td>
<td>Form</td>
<td>Used to comply with IRS requirements for paying employee and non-employee entities.</td>
</tr>
<tr>
<td>Request for Sole Source</td>
<td>Form</td>
<td>Use this form to request sole source bids.</td>
</tr>
<tr>
<td>Excess, Salvage, or Trade-In</td>
<td>Form</td>
<td>Use this form to note excess salvage or trade-in inventory items.</td>
</tr>
<tr>
<td>Request for Bidding Exemption of Scientific Equipment for Research</td>
<td>Form</td>
<td>Provided by Purchasing for completion.</td>
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<td>Creating and Submitting Standard Requisitions</td>
<td>Training</td>
<td>This tutorial will guide you through creating and submitting a Standard Requisition.</td>
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<td>Reviewing and Approving or Rejecting Purchase Requisitions</td>
<td>Training</td>
<td>This tutorial will guide you through approving or rejecting Purchase Requisitions.</td>
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<td>Purchase Order Payment Approval (Ok to Pay)</td>
<td>Form</td>
<td>Use this form to pay for goods/services procured through standard requisition process.</td>
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