3.1 REQUISITIONS

A. General

1. All requests for purchases must be put on a requisition form and sent to Purchasing for processing or entered electronically into the automated Purchasing System. These requisitions should be carefully prepared by the requisitioning department with all pertinent data included. Failure to provide the necessary information may cause delay in obtaining the required commodities.

2. Since all purchases for $5,000.00 or more require the obtaining of competitive quotations or bids, the departments should try to anticipate their needs sufficiently in advance to allow time for bids and/or quotations to be received. This requires from 14 to 30 days.

3. When requisitions are received in the Purchasing Office with incomplete or incorrect information, they must either be returned to the requisitioning department for correction or routed to the appropriate office for inclusion of required approvals, if these have not been obtained.

4. Three types of requisition forms are used by the Purchasing Office:
   (a) A two-part requisition form, which is used for all supplies, equipment, rentals, services, dues and subscriptions.
   (b) Requisitions entered electronically into the automated system.
A repair requisition form, which is used for all requests for the repair of equipment.

**B. Instructions for Completion of a Requisition Form**

1. The following information is furnished for assistance in completing the two-part requisition form, which is to be used in purchasing supplies, materials, equipment, subscriptions/renewals, membership dues, bookbinding, reprints, services, petty cash reimbursements, requests for checks, official functions, honoraria, entertainment of prospective faculty members, etc. The white copy of the requisition is to be submitted to the appropriate section of the Business Office and the yellow copy retained for the files of the requisitioning department. Requisitions may be entered directly into the automated Purchasing System. Contact the Purchasing Department to obtain access. Orders for books and other Bookstore items, printing services, and items from General Service Store should not be put on the Requisition Form. Those items should be put on an Internal Transaction Form and sent directly to the Bookstore, General Service Store or Print Shop.

2. The Purchasing Department is vested with the sole authority to obligate LSUHSC-S to all purchases. Without specific permission from the Business Office, no department may order directly by letter, telephone, telegraph or any other manner.

**NOTE: LSUHSC-S will assume no obligation except for a previously issued and duly authorized purchase order.**

3. Please furnish all information requested as this will materially aid in the processing of the requisition. The following information is particularly important.
   (a) Requisition Number
   (b) Date
   (c) Department (full name of ordering department)
   (d) Delivery information - room number and building address (1501 Kings Hwy., 1541 Kings Hwy., etc.)
   (e) Account Number
   (f) Signature of person authorized to sign requisitions
   (g) Name of suggested vendor
(h) Item number, quantity, catalog or manufacturer's number, and description of item or services requested. A copy of the page from the catalogs from which the information was taken is helpful particularly for the purchase of equipment items.

(i) Special instructions or information, such as the urgency of the request, (give specific date needed if known), special packaging or shipping requirements, such as “ship in dry ice”, and name of typist or person preparing requisition, with their telephone number, is helpful in the event additional information or clarification is needed by Purchasing. If the requisition is stamped “rush” or “emergency”, give some documentation as to the reason why. This helps the buyers to assign priority handling to legitimate urgent needs.

4. Requisitions should be addressed to the appropriate section of the Business Office for processing (Accounting, Purchasing).

Requisitions for the following should be sent to the Accounting Office:

(a) Petty cash reimbursements (to be presented in person)

(b) Travel

5. All other requisitions should be addressed to Purchasing. However, the following requisitions need approvals before they can be processed by Purchasing. They should be routed through the appropriate department before they are sent to Purchasing.

(a) Radioactive Material - Approval of “Radiation Safety” required

(b) Advertisements for employment (to appear in newspapers or journals) - requires approval of Director of Human Resources

(c) Marketing/Business Advertisements – requires approval from the Executive Director of Information Services

(d) Animals, animal equipment and supplies - must be approved by Animal Care Department

(e) Requisitions to be paid from Grant Funds - requires prior approval of Grants Accounting

6. To the extent possible, similar or like items should be included on the same requisition, (i.e., office supplies and equipment on one requisition, scientific supplies on one requisition, photographic supplies on one requisition, etc).