

REQUISITION TO PURCHASE

INSTRUCTIONS

To Purchase both Goods and Services under \$5,000 and Goods over \$5,000, please use the Requisition to Purchase form. For Services over \$5,000, please see the following link: http://www.umanitoba.ca/admin/financial_services/purch/icas.html. Please contact the Purchasing Services' Customer Service Line at 474-8348 for further details.

Following the below instructions carefully will enable Purchasing Services to expedite your request more efficiently.

1. Ensure sufficient funds are available in the **FOAP** to be charged.
2. Complete your **FOAP** with the appropriate (A)ccount code. Within the **FOAPAL**, the (A)ctivity code is optional and the (L)ocation code is required when requisitioning capital assets.

e.g. **F** **O** **A** **P** **A** **L**
 XXXXXX - XXXXXX - ↑ - XXXX - -

e.g. 706106 Laboratory Consumables
 706005 Office Equipment under \$1000.00
 706802 Computer Software under \$1000.00

See <http://www.umanitoba.ca/computing/renewal/aurora/finance/aca/423.htm> for further details.

3. Complete all areas of the Requisition clearly to enable Purchasing Services to contact you, to ensure you receive a copy of your order, and to ensure the goods and/or services are delivered to the correct location.
4. Be as specific as possible when describing your requested goods and/or services and provide any related supporting documentation. The more detailed the information provided, the easier it becomes to process your request.
5. Please indicate the estimated prices of the requested goods and/or services. In some cases, suppliers will only quote educational pricing to Purchasing Services. Purchasing Services will confirm the lowest available pricing with the supplier (possibly decreasing the cost of your goods or services).
6. If your request to purchase is under \$1,000 please indicate the supplier from whom you wish to order the goods/services.

- NOTE: If the supplier accepts Visa, you should make your purchase using the University's Visa Purchasing Card. For further details see: http://www.umanitoba.ca/admin/financial_services/suppay/visa_purchasing.html

7. If your request to purchase is over \$1,000 please advise of your recommended alternate suppliers, as the goods/services require competitive quotes.
 - NOTE: If you believe that no alternative is either available or acceptable, please attach a detailed technical justification explaining why the competitive process should be waived.
8. Provide either the appropriate Aurora "SHIP TO" ADDRESS CODE (if known) or complete the "SHIP TO" and "ATTENTION OF" fields (if you are unaware of the appropriate code), providing a clear shipping address for delivery of your goods and/or services, including the name of the person responsible for receiving the goods and/or services and related paperwork.
9. The "F.O.B." field is used for shipping instructions to the supplier and will determine who owns the goods in transit. You can leave this blank for Purchasing Services to complete.
10. The "REQUISITIONER PHONE" field should be the phone number of the individual named in the "REQUISITIONED BY" field, directly above it on the form. It is important that Purchasing Services has this contact information in order to correspond with you.
11. The Purchase Order copy will be faxed to the number provided in the "FAX" field.
12. The "APPROVED BY" field must be signed by the signing authority of the designated FOAP.
13. **Requisitioning Services under \$5,000:**
 - Complete this form as you would to requisition goods.
 - In the "ITEMS" section, summarize the scope of work being performed.
 - Costs should be broken down into two lines:
 - i. Costs for fees - \$x,xxx.xx
 - ii. Costs for expenses - \$xxx.xx (if applicable)
 - If at all possible, please include the supplier's **GST** registration number in the text of the Requisition.
14. You can expect your requisition to be acted upon within 48 hours following its receipt by Purchasing Services. It can take from one day, to a few weeks to receive quotations for your requirements, depending upon the estimated value and complexity of your request. Please ensure that you submit your requisition, allowing sufficient lead time for this process and delivery lead times.
15. Please note that for all competitive bid opportunities, you will receive a Bid Summary Analysis (BSA) with a recommendation from Purchasing Services. Alternative recommendations will require technical justification. No Purchase Order will be placed until you have approved of the supplier selection.
16. **RUSH PURCHASE ORDER** - In emergency or urgent situations, requisitions may be given a priority by Purchasing Services. Please contact Customer Service (474-8348) to discuss the urgency of your situation. **Do not make any purchase arrangements prior to receiving Purchasing Services' Authorization.**

17. The Requisition to Purchase form should NOT be used for the requisitioning of goods or services available by the Visa Purchasing Card, on System Contract, Preferred Supplier, or like agreements, nor for the reimbursement of Petty Cash or Travel expenses, refunds, honorariums, stipends or hotel accommodations. Forms for these payments may be obtained from:
http://umanitoba.ca/admin/financial_services/secure/index.html
18. Requisitions for receptions, meetings, etc., involving the consumption of food and/or beverages are administered by the Travel and Business Expenses and Claiming Procedures Policy and must therefore follow the procedures outlined for such purchases, including the requirement of one-over-one authorization (for further details see: http://umanitoba.ca/admin/governance/governing_documents/financial/390.htm)
19. The REQUISITION NUMBER at the top right of this form is referenced on all corresponding Purchase Orders within the Aurora Financial Management System software. Please contact the Purchasing Services Customer Service Line at 474-8348 for further details.