Requisition Preparation

I. Requisitions should be prepared for the purchase of goods and services when other means of obtaining those goods and services are not more appropriate. If you need assistance in determining the appropriate method for obtaining needed goods or services, please contact the Purchasing Office or Accounts Payable & Pre-audit.

II. Before the requisition is prepared, necessary information should be gathered about the goods or services being obtained and the source for those goods and services. Again, the enclosed Purchase Check List provides the questions to be asked in selecting the vendor and links to process that assist with the vendor selection process.

III. The Requisition is an Acrobat fill, print and save form available on the Purchasing Forms page. The form fields can be accessed in order by use of the tab key and are generally arranged in a top to bottom, left to right tab order. The fields are completed in accordance with the following instructions:

A. Requisition Number (upper right corner): These nine characters are restricted to numbers. The numbers should be entered as follows:
   1. First and Second digits: Fiscal year
   2. Third and Fourth digits: Division numerical designation
   3. Fifth and Sixth digits: Major department numerical designation
   4. Seventh, Eighth and Ninth digits: Generated by the originating department.

B. Date (below the Requisition number): Type in the date the requisition was prepared in the box below the one containing the word "Date".

C. Request Type (below Date): Placing your cursor over the boxes to the right of the choices listed below reveals a pointer. Use a left mouse click to place an "X" in the appropriate box. Choices follow:
   1. Purchase Order: a request for Purchasing to issue a purchase order.
   2. Low Dollar Order Placed with Vendor. Invoice to Follow: product or service was ordered by your department staff.
   3. Change to Existing Request: used to change anything on a previous requisition. Enter the original requisition number.
   4. Blanket Purchase Order: a request for Purchasing to issue a purchase order that allows purchases initiated by the requesting department from the same vendor, using the same purchase order number, for a stated period of time.
D. Blanket Order Period (below Blanket Purchase Order selection): type dates in the boxes below the words "From" and "To". These dates will be dates you wish to start and end the blanket order.

E. Funding Information (table below correspondence and invoice addresses). These fields contain the University chartfields and the amounts for each chartfield. Descriptions of the chartfield components of Account, Fund, Organization, Program (Prg), Subclassification (Class), Project/Grant and Budget Year (YR) can be found on the Accounting Services System page. Three lines are provided for three chartfields and amounts for each. Additional chartfields would have to be typed in the Item Description field. Type in the correct values in the boxes below the chartfield components.

F. Vendor Information (below the Funding table): type in the information in the spaces to the right of the following listed below:
1. Vendor #: this is the number recorded in Shared Financial and WISDM for the vendor. This is not a required entry.
2. Name: this is the name of the vendor
3. Contact: this is the name of the contact person at the vendor. Telephone number can be provided as well in this space.
4. Address: this is the address which can be used to send purchase orders and related correspondence to the vendor.
5. City/St/Zip: this is the City, State and Zip Code for the vendor address.
6. E-mail/Fax: these are the e-mail addresses or fax numbers which can be used to correspond with the vendor.

G. University Address (below the words "Ship to: University of Wisconsin-Milwaukee": in the box to the right of the word "Address", type in the name of the responsible person, the requesting department, room number, building and address for shipping purposes. Include the department PO Box number with appropriate zip code for items which are normally shipped through the mail, such as books and publications. Most other shipments arrive by local delivery or common carrier. Include the zip code for the street address on those orders/requests.

H. Terms and Purchasing Documentation (table below vendor and campus address information): Two lines are provided in the event multiple contracts are cited. It is not necessary to complete this information if the purchase order will be completed and released to the vendor by Purchasing. If you are placing a Low Dollar Order with a vendor, the information could be important to protect your pricing or condition of purchase. This information is found on the contract or quote you are referring to on your requisition. Type in the information in the spaces below the headings listed below:
1. F.O.B: (responsibility for freight in transit and shipping costs): possible entries are:
2. Shipping Point: We accept responsibility for goods in transit and freight at vendor's dock
5. **Destination-Freight Added**: Vendor retains responsibility for goods in transit. We pay freight.
6. **Installed**: Vendor is responsible for goods up to point of completion of operation test.
7. **Terms**: Terms of payment for resulting invoice. Most common are net 30 and check with order. Terms are typically found on the vendor’s quote or contract.
8. **Delivery**: This is either the time expressed in days that the vendor has indicated would elapse before the goods or services were delivered or a date that the goods or services are needed.
9. **Purchasing Buyer Reference**: This is the name of the Purchasing Agent assigned by Purchasing to this requisition.
10. **Contract/Bid/File**: This is the State, System or campus contract or bid, proposal request or waiver number.

I. **Quantity, Description and Prices (middle of the form)**. The form fields are individual columns that allow entries to the bottom of the column. Type in the information in the spaces below the headings listed below:
   1. **Quantity**: This is the amount of the goods and services being requested expressed as a number.
   2. **Unit**: This is the unit of measure of the goods and services being ordered, such as each, box or dozen.
      * **Item Description**: This is the description of the goods and services, to include manufacturer, model, physical description, what is to be done, where, by whom and for how long.
   3. **Commodity Code**: This is a numeric code, typically of 5 digits, assigned by Purchasing, from a national coding list, to categorize the purchase for reporting.
   4. **Unit Price**: This is the price per unit of measure.
   5. **Total Price**: This is the product of the quantity times the unit price.

J. **University Contact Information (located in the bottom third of the form)**. Type in the information in the spaces below the headings listed below:
   1. **Name of Contact**: This is the name of the person who can respond to questions from Accounting Services, Purchasing or the vendor regarding the requisition.
   2. **Phone No.**: This is the phone number for the Name of Contact.
   3. **Fax No.**: This is the fax number for the Name of Contact.
   4. **E-mail Address**: This is the e-mail address for the Name of Contact.

IV. The form can be saved and printed for approval and routing. Only the first (requisition) page need be routed for approvals and entry on the financial system. If the requisition is faxed or mailed to the vendor as a **Low Dollar Order**, it is recommended that the second (Standard Terms and Conditions) page be printed and accompany the Low Dollar Order to the vendor. Attach any documentation such as vendor literature, quotes, specifications, drawings or memoranda, that will be helpful in the approval and processing of the requisition.

V. **See Purchasing Procedure 3.2.2 – Requisition Approval** for requisition approval and routing instructions.

Contact **Purchasing** (x4304) with questions regarding Requisition Preparation.