The purchase requisition (PR) form is the document that begins the process of acquiring goods or services. The PR is owned by the originating department and is the internal method by which a department reviews the needs, estimates the costs, determines how to pay, and sends the document through the proper channels for review and approvals. In some organizations, the purchase requisition document is a control tool, i.e. nothing is purchased without a requisition being completed and approved.

At Kansas State University’s Purchasing Office, the purchase requisition form is used to start the competitive bid process. Goods &/or services valued at $5000 or more, and not available through a K-State approved contract, require bids to be solicited. The PR is the form that gives Purchasing the information needed to create a solicitation (RFQ, IFB, or RFP). The signature on the PR tells Purchasing that the request has been reviewed & approved and there are sufficient funds to pay for the product.

Things to consider when completing a Purchase Requisition:

1. Purchase requisition number: Assigned by the department. It is the department’s record of creating a PR and tracking it accordingly.

2. Estimated dollar amount: Procedures may vary depending on the estimated cost, so it is critical to have a good idea of the value of the goods/services. When cost is expected to exceed $50,000, then sealed bids are required (no faxes and no e-mails). Over $250,000? Over $1,000,000? Other rules may come into play.

3. Project: Provides information on the funding. Grant funds have different rules from state funds.

4. Signature block: Signature is critical. The signed PR gives Purchasing the authority to speak on the department’s behalf and place orders. Be sure Purchasing’s department signature sheet is current. Not recognizing the signature will delay processing of the requisition.

5. Dept. contact: Who will be the point person on the acquisition? Will need e-mail and phone to help work through any issues.

6. Description: Too long to discuss here.

7. Vendors: In this day & age, e-mail is essential. In order to send solicitations quickly to suppliers, provide the company name, phone number, e-mail, and sales representative, if known. Address & fax number is helpful, too.

As noted on statement #6, description of material or service, aka specifications, is a very involved topic. October’s issue will discuss specifications.
**KANSAS STATE UNIVERSITY**

**PURCHASE REQUISITION**

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**Total:** #0 $0.00

**Mail Invoice to:** Kansas State University  
**Dept:**  
**Address:**  
**Contact:**  
**Ship To:**

**DEPT CERTIFICATION:**  
I certify that unencumbered funds are available to cover this purchase requisition and that the items listed are required for the function of this department.

**Proc. Off:**
**Requisition No:** ckb01 #1  
**Dept. Contact:**  
**Email:** #5  
**Phone:**

**Requested**  
**Unit**  
**Description of Material or Service**

#6

**Estimate**  
**Unit Price**  
**Amount**

**Document Total:** $0.00

**SUGGESTED VENDORS (Incl: Contact, Phone, Fax & Email)**

1. #7  
2.  
3.  

---

#7