

The Purchasing Post

REQUISITIONING PURCHASES

Changes are in the air and a re-vitalized Purchase Requisition (PR) form is one that will be seen by the departments in the near future, hopefully March 1. The Purchase Requisition form is probably the most under-utilized and little understood of the purchasing forms. Its purpose is to request material or services and to commit funds to cover the purchase. At K-State, the PR is the start of the bid/order process for purchases at \$5000 and over. It is used to convey funding information, approval from the appropriate authority, and specifications to the Purchasing Office in order to begin the bidding process prior to the purchase order being issued.

What will be new? The PR will become a savable form on e-forms, no more e-mails or faxes. Depts. will be required to submit PR's via e-forms and assign their own in-house requisition (tracking) number. As with all e-forms, a document number will be assigned to the PR for Controller's Office tracking purposes. A hard copy of the PR with the authorized signature will need to follow. Funding, bill-to, ship-to, vendor info, etc. will remain essentially the same. Some description will be allowed on the basic form. Lengthy specifications may be attached as a "Word" document. Any support documentation, such as trade-in approval, vendor quotes, CAD drawings, brochures, etc., will need to come with the signed PR form.

More information regarding changes to the PR will be sent out via the Purchasing Listserve in the near future. If you would like more info on the PR form and its use, please refer to the Policy & Procedure Manual, Chapter 6310, Section .240.



BEST WISHES

Patricia L. Schurr is retiring. After 40+ years of service to Purchasing and Kansas State University, Patty has decided to sleep late, take walks through the garden, not worry about driving in lousy weather, spend more time with family & friends, take trips, and anything else she wishes to do.

Come join us in a celebration of thanks for the past years of service and good wishes for the future. Controller's Office/Purchasing is hosting a reception for Patty on Wednesday, March 4, from 2:00 to 4:00 pm in the Sunflower Room of the K-State Student Union. Hope to see you there.

