

# University Rule 3-100C: Requisition Use

## 1. Purpose & Scope

1. To implement Policy 3-100 and outline the use of purchase requisitions. This Rule is binding for all University colleges, departments, and units.

## 2. Definitions

1. See [Policy 3-100](#), University Procurement

## 3. Rule

### 1. Use of Requisitions

1. Except as provided in paragraph 2 below, a requisition must be submitted to initiate the procurement of supplies and/or services by the Purchasing Department for purchases that exceed the single procurement threshold.
  1. Note: University organizational units are not authorized to engage in direct procurement without going through the Purchasing Department that are listed in rule. (See Rule [R3-100D](#))
2. Items or services not requiring a requisition include:
  1. Purchases from the University Campus Store, General Stores and Receiving, Dining Services, Print & Mail Services or other University organizational units using campus orders.
3. Organizational units may request a Vendor's price quotations only without obligating an award by clearly marking "Request for Quotation Only" on the face of the quotation sheet. A request for quotation will not obligate an organizational unit nor encumber funds until the organizational unit authorizes the Purchasing Department to acquire the requested item thru the requisitioning process.
4. Renewals, formally known as Open Purchase Order, are requested by submission of a requisition for indefinite quantity and indefinite delivery from a supplier for a defined period of time but, cannot exceed the small dollar amounts. A renewal is valid only for a specified time period and/or for a specific dollar value. Most general fund renewals expire on June 30 of each year. Restricted fund renewals are assigned individual expiration dates, usually 30 days before the contract expires. Renewals may not be used to

purchase capital equipment items (items costing in excess of \$5,000) or single invoices billing in excess of \$5,000 unless authorized on the order by the Purchasing Department.

4. Rules, Procedures, Guidelines, Forms and Other Related Resources
  1. Rules
    1. [R3-100B](#), Solicitation of Bids, Proposals, Sole Source and the Award of Procurement Contracts
    2. [R3-100D](#), Delegated Small Purchase Authority
    3. [R3-100E](#), Restricted Purchases and Special Purchasing
  2. Procedures
    1. P3-100B, Requisition Procedures
    2. [V1-201A](#), Internal Requisition Process
  3. Guidelines *[reserved]*
  4. Forms *[reserved]*
  5. Other related resource materials *[reserved]*