



Name: Procurement – Standard Purchase Requisition
Policy Number: 4-1014
Approving Authority: Director, Financial Services
Approved: 1 August 1994
Responsible Office : Financial Services
Responsibility: Manager, Procurement Services
Revision Date(s): 14 March 2022, 18 November 2014, 1 September 2007
Next required review: March 2027

1. PURPOSE

1.1. The standard purchase requisition is used to initiate the acquisition of goods and services from both internal (Inventory & Distribution) and external sources. Requisitions from external sources will result in the issuance of a University Purchase R (h)).10.5 (a)-64 (s)4 (')-8.5 (e)0.7p (a)-6o7 T.4 (a)-64 r.6(i)- (a)-63uaa7p (a)-10.5g (a)-6.5 tlReqR(

2. COMPLETION

2.1. Standard purchase requisitions are available from Inventory & Distribution (Commodity Code 151015010). Details such as vendor name, address, shipping information should be provided on the form. (See [4-1027 Procurement – Purchasing Thresholds](#) for additional requirements prior to purchase).

2.2. Under normal circumstances, and where appropriate proof of purchase is required, a P30.6 u,r-8.4 cia

2.3. Procurement Services will be provided with back up documentation for:

- a) requests for "sole source" purchases
- b) requests that do not conform to University standards
- c) requests for sources other than the University's preferred vendors
- d) requests for material or service of a quality that seem less or greater than required
- e) requests without proper authorization