



Purchase Requisition Form

Purchases >\$2,000

(Attach Supporting Documentation - Required)

Effective 00/00/2025

Vendor Name:	Request Date:
Billing Address:	Budget Coding (fund-organization-account-program):

ITEM	ITEM NO. (if applicable)	ITEM DESCRIPTION	QTY	PRICE/UNIT	TOTAL PRICE FOR ITEM
1					
2					
3					
4					
5					

Catawba PO Contact Name:
Need by Date (if applicable):

Subtotal	
Discounts (if applicable)	
Freight/Shipping	
Tax Amount (will NOT be applied to PO total)	
GRAND TOTAL (excluding sales tax)	

APPROVAL SIGNATURES (*2 Signatures Required): *Electronic Signatures Accepted*

**Budget Manager/Department Head (Signature Required):	Date:
*Controller / AVP (Signature Required #1):	Date:
*VPFA/CFO (Signature Required for Reqs >\$100,000 #2):	Date:
*President or Assigned Designee in lieu of (Signature Required for Reqs >\$600,000 #3):	Date:

PURCHASE REQUISITION INSTRUCTIONS:

- Please ensure all supporting documentation is attached to the requisition prior to submitting to the business office for processing. (Quotes, Estimates, Scope of work, etc.)
- **All New Vendors require a W-9** in order to be setup in banner. If your requisition is for a new vendor, please be sure to include the W-9 with your submission to Purchasing.
- All Requisitions should be emailed to **(Purchasing@catawba.edu)**.
- Please do not submit a requisition multiple times, as this will cause a delay in processing time. Each submission to the email box above, creates a new ticket for the business office team members to review and resolve.
- Please allow up to **12 days** for processing.
- **Please DO NOT put "ASAP" in the Need By section unless the request is absolutely urgent, in which case notification from the CFO, President's office or Provost office must be provided. We must reserve urgent status requests for those that are actually urgent.**
- Requisitions must include the full Banner account coding (Fund-Org/Dept.-Account-Program), along with the Budget/Fund Manager's name printed legibly.

APPROVAL SIGNATURES:

- All Requisitions require the signature of the Budget/Fund Manager or Department Head in order to be processed.

OPEN PURCHASE ORDER REQUESTS:

- Requests for **Open Purchase Orders** for a specific vendor should only be submitted for repetitive expenses that are difficult to quantify over a period of time; expenses that do not exceed or cross fiscal periods (06/01 - 05/31); and for frequent purchases from one vendor for small, last-minute items.
- **Indicate on the requisition form that it is to be an open PO, the "PO Not to Exceed amount", and persons authorized to use the PO.** The dollar amount shown on the Purchase Requisition will be obligated against the requesting department's available budget balance for the type of funds required.
- Open PO's should not be made for expenses less than \$100.
- To increase the amount of an Open PO, a new requisition must be submitted, referencing the current PO number, amount to be increased by, and include the Authorizing PO's signature of approval.

REQUISITION PROCESS:

- Purchasing follows established departmental guidelines for processing requests to include; review of supporting documentation including quotes, estimates and scope of work; verifying sufficient fund/budget balances are available to accommodate the total amount of the requisition, confirm fund/budget manager's signature of approval is present and name is printed legibly; verify anticipated completion date so as not to extend beyond current fiscal year; and other requirements as noted above, before assigning a Purchase order number to the requisition.
- A purchasing team member will send the generated purchase order to the requester, for their distribution to the Vendor.
- Once the PO requester can confirm all goods/services are received, you will then sign, date and indicate the PO number on the invoice or (packing slip), and forward to Accounts Payable at **Payables@catawba.edu**.
- If the invoice is sent directly to Accounts Payable, it will be re-routed to the originating department for confirmation that all goods and/or services were received.
- The budget/fund manager will need to sign and indicate "okay to pay" on the invoice and return to Accounts Payable at **Payables@catawba.edu**.
- Accounts Payable cannot issue payments for quotes or estimates. Vendor payments will be issued once an invoice has been received.