

## Purchase Requisitions

### Submission of requisitions certifies that:

- A. The requisitioned items are needed by the requisitioning department,
- B. When the total budgeted funds for the requisitioning department and other department needs are considered, the filling of the requisition would represent the best expenditure of funds for the department, and,
- C. Funds are available within the departmental budget for the approximated expenditure.

Upon approval by the appropriate administrative officer(s), the requisition needs to be forwarded to the Purchasing Office for processing into a University purchase order.

- A. All requisitions require the signature of the responsible person for each account.
- B. Requisitions for computers, network related items, or software requires the approval of the [Office of Information Technology](#).
- C. Requisitions for any type of printing (including advertising, publications, official logos, and apparel) require the approval of the [Public Relations and Marketing Office](#).
- D. Requisitions using grants funds require the approval of Grants & Sponsored Programs.
- E. Requisitions for alteration of an office or building require the approval of the Physical Plant.