

# Pacific University

## *Purchase Requisition Instructions*

[\(Return to Purchasing home page\)](#)

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The Purchase Requisition is used to request the purchase of goods and services used by the University through the Purchasing Department. This procedure outlines the manner in which it should be filled out. It is important that all information requested on the form be filled out, because the buyer uses that information to inform the vendor of what is needed, when it is needed and where it is needed. Complete the form according to the following instructions. (Paragraph numbers agree with the key on the sample requisition form.)

1. **Confirming Only** - mark this box only if you are calling the vendor **after** you have received the purchase order number.
2. **Department** - enter the requesting department name.
3. **Date Ordered** - enter the date the requisition is prepared.
4. **PO Number** - in most cases this space is left blank by the requesting department and completed by the Purchasing department when the requisition is being processed.
5. **Supplier** - enter the name and complete address and phone numbers of the vendor.
6. **Date Required** - enter a specific date by which delivery is desired. Terms such as "rush," "at once," "as soon as possible," etc. should **not** be used.
7. **Method of Shipment** - enter how order is to be shipped.
8. **Pacific Univ. customer number** - enter vendor's customer number for Pacific University.
9. **Delivery Instructions** - enter the department representative's name or building name and room number to which the purchase is to be delivered on campus.
10. **Acct. Number** - enter the complete account code number to which the purchase is to be charged. Multiple account numbers can be used on the same purchase requisition if necessary as long as the account number corresponds with the description and amount of the requested purchase.
11. **Quantity** - enter the quantity that is requested.
12. **Item Number** - catalog or product identifying number.
13. **Description** - enter the description of the purchase as detailed as possible so that the Purchasing department and the vendor will be able to determine what is being requested.
14. **Unit Price** - enter the estimated unit price based on previous purchases, advertisements, catalogs, or inquiry.
15. **Estimated Cost** - enter the estimated cost by multiplying the quantity by the estimated unit cost.
16. **Shipping and Handling** - estimated shipping and handling cost to be included in total cost.
17. **Requested By** - enter the name of the person who is completing the requisition form.
18. **Extension Number** - requisitioner's phone number.

**19. Approved By** - enter the signature of the department or authorized budget authority for the account number on the requisition. The requisition cannot be processed without the authorized signature.

[\(Return to top of page\)](#)

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[\(Return to Purchasing home page\)](#)

**This is not a purchase order.** Click on the item number below to jump to the Instructions web page which describes the item.

**1**  *Confirming Only* (check box if order placed by phone)

Department 2 Date Ordered 3 PO Number 4

Supplier (complete all lines of address): Date Required \_\_\_\_\_ **6**

Name                    **5**

Date Required \_\_\_\_\_ **6**

## Method of Shipment

## Address

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#### Campus Delivery Instructions:

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

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Pacific Univ. customer number: 8

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	<b>Total</b>	
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**Requested by** \_\_\_\_\_ **Ext.** \_\_\_\_\_ **Approved by** \_\_\_\_\_

**17**

**18**

**19**

Copies Distribution: White to Purchasing; Yellow to Receiving Report; Pink is departmental copy.

**Rev. 9/18/2009**