


PROCEDURE

Subject	Purchasing Procedure-Requisitions	Number: 5.18.02
Source	Vice President, business and Administrative Services	Reference (Rule #) 6HX14-5.18
President's Approval/Date: 7-1-09		

Policy:

In order to optimize and offer a responsive purchasing system, faculty and staff shall endeavor to follow a set list of purchase order requisition procedures that will affect an accurate and timely receipt of goods and or services. Deviation from this process can cause delays, additional costs, returns, additional work and frustration to all concerned. A step by step process has been developed by the Coordinator, Procurement to implement and maintain an orderly flow of requisitions and Banner entry correctness.

If followed correctly, the requisitioner shall save time, money, College resources and will experience an enjoyable purchasing experience. Avoiding these steps will create errors which in many cases cannot be reversed from the system. This causes, in many instances, the need to completely back out an order and start over. Requisitioners should always check budgets prior to proceeding to place orders.

Process:

The following process shall guarantee a much more pleasant experience placing orders through the Department of Business Services and Public Safety:

- Utilize the Banner7 system to initiate all requisitions
- Detailed instructions on how to create a requisition in Banner 7 may be found at College web site, <http://www.mccfl.edu/pages/1873.asp>
- Requisitions should be prepared well in advance to avoid creating emergency purchase orders.
- Procurement shall make recommendations for changes in specifications and/or substitutions of available items that may better serve the requestor's needs.
- Procurement shall research competitive prices and terms for the best possible products / services that will meet the requesting department's requirements.
- Backup documentation shall include vendor's quote; screen print from vendor's web site of item with information such as descriptions / pricing; emails / faxes; scope of work; technical specifications; Xerox copies of pertinent catalog pages