

PURCHASE REQUISITION

The Purchasing policy can be found in its entirety here:

http://www.csuohio.edu/controllers/purchasing_policy.html

Purchase Requisitions are for payments to vendors that exceed \$1,000.

Purchase orders issued for \$50,000 or less require the approval of the Director of Purchasing Services; purchase orders between \$50,001 and \$100,000 require the approval of the Controller; purchase orders between \$100,001 and \$349,999 require the approval of the Vice President for Finance and Administration; purchase orders between \$350,000 and \$499,999 require the approval of the President; and purchase orders issued for \$500,000 or more require the approval of the Board of Trustees.

Purchasing is charged with locating the best vendor at the best price. No individual outside of Purchasing has the authority to enter into purchase contracts, or in any way to obligate CSU. You may indicate a preferred vendor on the Purchase Requisition; however, Purchasing will confirm or uncover alternate solutions.

In the event that an item or service is considered a sole source by the requisitioning department, a written explanation must accompany the requisition stating the reasons for considering this a sole source item. Also, to be given consideration, a statement shall be included listing vendors who have been contacted in an effort to find a compatible item or service.

All Purchase Requisitions must be submitted to the Dean's Office for review and signature. The Dean's Office will forward to Purchasing for processing.

In most cases, Purchasing will issue a Purchase Order and order the goods. A Purchase Order encumbers funds on an account. When payment is made to the vendor, the encumbrance is released and the funds expensed.

When a Purchase Requisition is submitted with an invoice to pay, Purchasing gets very upset as this does not allow them to do their job and is in direct violation of CSU policy. Every attempt should be made to submit the Purchase Requisition with sufficient lead time to allow Purchasing to identify the best vendor.

In the event a department orders goods or services without going through Purchasing, a letter must be submitted explaining the specific reasons why procedures were not followed; this type of negotiation is considered an unauthorized purchase and the individual could be personally liable for the purchase in accordance with Section 3.12 of the Ohio Revised Code.