MARICOPA COMMUNITY COLLEGES®

Purchase Requisition Checklist

The following are needed to complete a purchase requisition.

_____ Supporting Documentation: Obtain all Official Function Forms, Membership Worksheets, Quotes, and other supporting documentation; attach to the HEADER portion of the requisition (not the individual lines).

_____ Proper Account Numbers: Fund , Unit, Charge Center, Object Code, (sub-object for capital assets) Contact appropriate department to open object codes if needed when creating requisition.

_____ Available Budget: There must be sufficient funds in the approved budget account to be processed. Please attach copies of any budget transfers requests.

_____ Vendor Information: Vendor Name, Contact, Address, Fax No. and Phone No., and any additional order information. A completed W-9 Tax information Form is needed for new vendors. This is updated with the Purchasing Department.

_____ Description: Quantity, Description, Unit Cost, Amount (details, dates, T#'s, make, model, etc…) Include note in item line description if REQ is a PRE-PAY or if contract to be reviewed by the Legal Department. (Pre-pay can only be used in very limited circumstances per state statute.)

_____ Approval: Requestor, Department Head, VC, Chancellor as required. Fund 7 and capital purchases are reviewed by Capital Asset Accounting. Restricted (Fund 3) are reviewed by Grant Accountants.
Requisitions $2,500 or more – reviewed for funding by the fiscal office; PO created by the Purchasing Department.

Please be advised that any missing items will cause a delay in processing your purchase requisition. Once all items are completed/received, please allow 24-48 business hours for processing.

<u>Plan in advance</u>.

<u>Requisition and PO status is available at any time via the Inquiry function in CFS</u>.