

 VILLANOVA UNIVERSITY	Policy: Purchase Requisition
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Financial Affairs Department Procurement Policies and Procedures	Approved: January 24, 2007

Policy

Purchase requisitions are orders for goods or services which Departments initiate by processing requests in the SCT Banner system or through Novasis. Requisitions are electronically presented for the appropriate levels of approval based on the dollar amount of the order, and after approval, the dollar amount of the order is encumbered against the department's budget. Once approved, requisitions are electronically forwarded to the Procurement Department for review, approval, and conversion into Purchase Orders. Purchase Orders are official documents issued by the Procurement Department which authorize vendors to provide commodities and services to the University. Only with the signature of the Director of Procurement or a Procurement Department Buyer, acting as an appointed agent of the University, does the Purchase Order become a binding contract between the University and the vendor/contractor.

Departments should refer to the Procurement Matrix for a detailed list of items and services which are to be purchased through the use of a purchase requisition. All purchases are required to conform with the University's Bidding Policy and Insurance Requirements.

The normal processing time for a requisition is determined based upon the total dollar amount of the order and the involvement required by the Procurement Department. Orders less than \$5,000 will usually be processed within 2 business days; orders over \$5,000 but less than \$25,000 will usually be processed within 15 days; orders over \$25,000 may require over 30 days.

New vendors must complete a vendor registration form prior to being issued a Purchase Order from Villanova University. This registration may be sent to the vendor by either the originating department or the Procurement Department (see New Vendor Registration Policy).

Procedures

1. Department determines the need for a product or service.
2. Departments should check the Villanova Procurement Matrix for the applicable procurement method, and for the availability of pre-approved vendors.
3. If bids are required, contact the Procurement Department for assistance. See Bidding Policy.
4. Once all bidding is completed and the product/service is ready to be purchased, the Department must submit a requisition to the Procurement Department. See the Banner Requisition Guide.

5. All bids and relevant attachments must be forwarded to the Procurement Department, properly labeled with the assigned requisition number generated by Banner. Failure to include this information may delay orders.
6. All requisitions will require approval based on the dollar amount of the order. The Banner system and NOVASIS automatically forward requisitions to the appropriate personnel for approval. Once all approvals are completed, requisitions are transmitted to the Procurement Department for processing.
7. A Procurement Department Buyer is assigned to each requisition based upon the Buyers Responsibilities' Guide. The Buyer will review each order and either contact the originating department for additional information, obtain additional bids, or process the order to the vendor.
8. A purchase order is printed and faxed or mailed to the vendor. An additional copy of the purchase order is sent to the originating department for their records.