

	<b>PURCHASING DEPARTMENT</b>  <b>FREDONIA</b> <b>STATE UNIVERSITY OF NEW YORK</b>	GUIDELINE NO: 103
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		ORIGINAL: January 2003 LAST REVISED: July 2021 REVISION DATE: May 2022
<b>TITLE: Requisition Processing</b> Explanation of requisition details		

## I. Purpose

The purpose of this guideline is to define what details are required on a submitted requisition in FredMart.

## II. Procedure

DO NOT USE MORE THAN ONE REQUISITION PER VENDOR.

1. Full account number on the requisition is required.

For Example: 860760 does not have any sub-accounts and therefore should be written as 860760.00

860620 is sub-accounted and which sub-account will be used needs to be noted as 860620.01 or 860620.02, etc.

Call Accounting at extension 3467 if unsure of sub-account information.

2. Use full first names such as John Doe, no J. Doe when looking a vendor up in the supplier file.
3. If you receive written quotes, please attach them to the requisition via comments separate from the successful vendor's quote.

For Orders: over \$2500 you must have 3 or more written quotes attached (it is your responsibility to be able to show justification of vendor and reasonableness of price for orders under \$2500)

\$20,000 & up must be advertised in the Contract Reporter

\$50,000 & up must have a formal bid, please contact University Services at x3257

A separate line is needed for Shipping/Handling/Freight charges per [OSC Guide to Financial Operations Chapter XII, Section 5.E.1](#). Request the vendor to include an approximate amount for charges on all quotes. It should be clearly marked on the quote if there is no shipping.

4. Any attachments should be filled out completely. (For example, order forms that go with requisitions, memberships, etc.) and it should be noted in comments if the form(s) need to be sent with a purchase order.

Call the Purchasing Department at extension 3438 if additional quotes from vendors are needed.

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If you're using a new vendor, a completed Substitute W-9 form for federal I.D. number verification is required when you are unable to find them in the supplier file. (This is NOT a tax-exempt number, but a nine-digit federal I.D. number). The form can be found on the Purchasing Website at:

<https://www.fredonia.edu/about/offices/purchasing/substitute-w9>

If it is a person, such as for a reimbursement for Faculty/Staff, we need his/her Employee ID number. Type the N number in the body of the requisition.

### III. Documentation Required for Payment

We prefer typed paper requisitions whenever possible. However, if it cannot be typed, please print LEGIBLY so we can read all information.

### IV. Source

[Guide to Financial Operations XII.5.E.1 Paying Sales Tax and Freight Amounts](#)