

RVCDS Purchase Requisition Instructions

The Purchase Requisition form is used to request a purchase or a blanket purchase. This document is intended to provide instruction to assist in the proper completion of the form.

The picture below shows the top portion of the requisition form. Please see below for guidance on completing this portion of the form.

The screenshot shows the top portion of a 'PURCHASE REQUISITION' form for River Valley Child Development Services. The form includes fields for 'Req. Number', 'Program', 'Date', 'Request Type', 'Requested By', 'Vendor Name', 'Vendor Address', 'Vendor Phone', 'Vendor Email', and 'Vendor Website'. It also has sections for 'Tax ID (SSN) individual', 'Tax ID (FEIN) business', and 'Ship Order To:' with sub-fields for 'Name', 'Street Address', and 'City, State, Zip'. At the bottom, there is a section for 'Accounting Dept. Use Only' with fields for 'Vendor ID', 'New Vendor?', and 'Address Change?'.

Requisition Number

The requisition number is entered by the Program Director of the program requesting purchase. The requisition number should include at least 2-3 letters for your program name, the FY, P for purchase or B for blanket, and a unique number (you can start with 001 and go up from there...001, 002, 003, etc.). The unique requisition number assists the accounting software with making duplicate purchases.

Examples of requisition numbers are shown:

ADM-22-P001	LNK-22-B408	RAU4-22-P089	TCR-22-P182	FDC-22-B010
CH-22-P100	CON-22-B103	RVC-22-B304	SAC-22-B402	RAU3-22-P050

Program

Select your program name from the drop-down list.

Date

Enter the date you are completing the requisition form.

Purchase Method

Select the purchase method from the drop-down list. The choices are:

Purchase (one time purchase)

Blanket Purchase (multiple purchases over a period of time)

Requested By:

Enter the name of the person requesting the purchase (completing the requisition form)

Vendor Name

Enter the name of the vendor to be used. This name should match the W-9 form the agency has on file for the vendor.

Vendor Address

Enter the address of the vendor.

Vendor Phone

Enter the phone number of the vendor.

Payee Email

Enter the email of the vendor.

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Total

The total column in the chart auto-calculates the quantity by the unit price to give the total price. This column cannot be edited by the user.

Subtotal

This cell calculates the subtotal for the vendor purchase. This cell auto-calculates and cannot be edited by the user.

Freight

Enter any freight charges in this cell.

Misc.

Enter any other miscellaneous charges in this cell.

Discount %

Enter the % discount being given by vendor, if applicable.

TOTAL

The grand TOTAL cell shows the total of the purchase request.

Program Code, % and GL Acct#

Program code box will only be used if your purchase request will NOT be charged to a grant/Job ID. If you are charging your purchase request to your non-grant budget (i.e. income from fees) then you will select your 4 digit department code from the drop down menu. Indicate the % of the purchase that will be charged to that department (likely it will be 100%) in the % cell. Enter the GL account # that the purchase request will be charged (refer to the chart of accounts document...when in question, please ask). If you are charging 100% of the purchase to this section, you will move on to the bottom portion of the form (approvals). It is possible to have a situation in which a program will charge a portion of the purchase to the non-grant budget and a portion of the purchase to the grant budget. In this case, the program will utilize both the program code section and the job ID section.

Job ID, %, GL Acct #, Phase Code, and Cost Code

Programs that have grant budgets/Job IDs will utilize the job ID section to indicate which grant(s)/Job ID(s), GL acct(s), phase code(s) and cost code(s) will be charged.

The job ID assigned to your program grant is designed as follows: FY.DeptCode (22.5081).

Enter your job ID (you can enter up to 4 job IDs if the purchase needs to be split between more than one grant or more than one phase code and/or cost code. Indicate the % of the purchase that will be charged to the indicated job ID/phase code and cost code in the % cell. Enter the GL account # that the purchase request will be charged to (refer to the chart of accounts document). Select the phase code from the drop-down menu and then select the cost code from the drop-down menu (if applicable).

In the event you need to charge the expense to more job IDs than listed, please attached form that outlines all of the Job IDs, GL acct #s, Phase Codes and Cost Codes, plus the % split for the charge.

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The picture below shows the bottom portion of the requisition form. This section will indicate your process for purchases \$3000.00 and above. It will also allow you to indicate who will place an order if it is someone other than the RVCDS Purchasing Agent. Please see below for guidance on completing this portion of the form.

Job ID 4:		5	Purchase Code 4:	
GL Acct 4 #:			Cost Code 4:	

Program Approval:	_____	_____
	<i>Signature</i>	<i>Date</i>
Agency Approval:	_____	_____
	<i>Signature</i>	<i>Date</i>
Board Approval:	_____	_____
<i>required >\$25,000</i>	<i>Signature</i>	<i>Date</i>

Acct. Dept. Use Only:	Date received:		Date entered:		PO#	
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Purchases \$3000.00+
attach all required documentation
& make selection below

Order to be placed by:
list name of person to place order if different than
purchasing agent

Purchases \$3000.00 and Above

If the purchase request meets or exceeds \$3000.00, you must abide by the RVCDS small purchase threshold policy. Select one of three options from the drop-down menu to indicate the method used for the small purchase threshold policy. Back-up documentation must be attached to the requisition. Please consult the RVCDS Procurement Manual for more information about the small purchase threshold policy.

1. 3 quotes
2. Sole Source
3. Vendor of Choice

Order to be Placed By

Most purchase orders will be placed by the RVCDS Purchasing Agent, however, there are some circumstances that require another RVCDS employee to place the order. In this case, please list the name of the person that will be placing the order.

Once you have completed all the sections of the form, please sign and date on the program approval line.

Attach supporting documentation for all purchase requisitions and forward to the RVCDS Purchasing Agent.