



REQUISITION PROCESSING CHECKLIST

General Services & Purchasing Department

BEFORE YOU START

- Gather your quote, invoice, proposal, scope of work, estimate, or agreement
- Verify vendor terms do not include auto-renewal
- Do not include budget information or a W-9 in your documentation

GENERAL REQUISITION REQUIREMENTS

- Uncheck Document-Level Accounting if using multiple FOAPs
- Ensure requisition details match the quote
- Write a detailed, specific description — avoid vague terms like 'Open PO' or 'Services'
- Keep line items to 20 or fewer (contact Purchasing Manager if more are needed)
- Upload all required documents directly to your requisition

CATERING (IF APPLICABLE)

- Valid health certificate
- Valid business license
- Valid insurance (general liability and auto)
- Email approval from MR obtained prior to event
- Food Purchase Order Form approved (required for purchases over \$10,000) • **If applicable**

SERVICES (REPAIR, MAINTENANCE, SPEAKER, PERFORMER, INSTALLATION)

- RFC (Request for Contract)
- If service is Public Works and over \$25,000 — bonds are required and need to be included in vendor's quote

SOFTWARE

- VPAT obtained from IT/IS Department (for new software purchase and renewals)

Note: All requisitions and POs must be completed before services are rendered. Contact the Purchasing Manager for complex or large requisitions.