

Requisitions

In a Nutshell . . .

- **Check** for Budget Availability on FGIBAVL
- **Create** a requisition on FPAREQN
- **Forward** supporting documents to the Purchasing Dept.
- **Inform** the approver that a document is in their queue.
- **Approve** the requisition through Self-Service or on FOAUAPP.
- **Inform** the next approver (if applicable) that a document is in their queue.
- **Research** your requisition on FOIDOCH.

Business Rules

- Completion and approval of a requisition does not authorize a purchase. A purchase order is the official procurement document for the university and must be issued and signed by the President, Vice President for Business Affairs, Purchasing Director or Senior Buyer before an order can be placed. Orders placed in violation of this rule are considered non-compliant.
- Food and plants cannot be purchased using State funds unless used as part of specific classroom instruction.
- Purchases over certain levels require bids.
- Requisitions should not be split in an attempt to circumvent bidding requirements.

The table below illustrates current bid levels and responsibilities. The Purchasing Department will solicit bids after the requesting department has completed and approved an online requisition. Adjustments to vendor and price will be made after final award.

Dollar Amount	Method	Who Obtains Quote or Bid
\$0.00 - \$4,999.99	Best Obtainable Price	Requesting Department
\$5,000 - \$24,999.99	3 Informal Bids	Purchasing Department
\$25,000 and above	3 Sealed Bids/Proposals	Purchasing Department