

**SECTION:** Business Affairs/Purchasing  
**SUBJECT:** Purchase Requisition

**ISSUED BY:** Office of Business Affairs  
**REPLACES:**  
**APPROVED BY:** Vice President for Business Affairs and Treasurer  
**EFFECTIVE DATE:** February 1998

Purchase requisition

A Purchase Requisition form represents a request to spend funds from a specific budget. The head of a "budgetary unit" is responsible for the money entrusted to his/her care. Only the hand written signature of this individual is acceptable as evidence of departmental approval. A completed Purchase Requisition must be sent to the Accounts Payable Office. The Accounts Payable Office will prepare the Purchase Requisition for review by the Vice President of Business Affairs. A Purchase Requisition involving expenditure of capital funds for equipment or capital improvements generally requires approval of the appropriate administrative officer.

Preparation of Purchase Requisitions is not necessary for budgetary units that have been delegated authority to prepare their own purchase orders as previously noted.