



1

Proposed Policy Number and Title: 244 Requisitions and Purchase Orders		
Existing Policy Number and Title:		
Approval Process*		
<input checked="" type="checkbox"/> Regular	<input type="checkbox"/> Temporary Emergency	<input type="checkbox"/> Expedited
<input checked="" type="checkbox"/> New	<input type="checkbox"/> New	<input type="checkbox"/> New
<input type="checkbox"/> Revision	<input type="checkbox"/> Revision	<input type="checkbox"/> Revision
<input type="checkbox"/> Deletion	<input type="checkbox"/> Suspension	
	Anticipated Expiration Date:	
*See UVU Policy #101 <i>Policy Governing Policies</i> for process details.		

2

Draft Number and Date: <u>Stage 4</u>
President's Council Sponsor: <u>Val Peterson</u> Ext. <u>8424</u>
Policy Steward: <u>Ryan Lindstrom</u> Ext. <u>8303</u>

6

POLICY APPROVAL PROCESS DATES	
<p>Policy Drafting and Revision Entrance Date: <u>09/20/2012</u></p> <p>University Entities Review Entrance Date: <u>03/28/2013</u></p> <p>University Community Review Entrance Date: <u>05/09/2013</u> Open Feedback: <u>05/09/2013</u> Close Feedback: <u>05/30/2013</u></p> <p>Board of Trustees Review Entrance Date: <u>05/30/2013</u> Approval Date: _____</p>	<p align="center">POST APPROVAL PROCESS</p> <p>Verify:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Policy Number <input type="checkbox"/> Section <input type="checkbox"/> Title <input type="checkbox"/> BOT approval <input type="checkbox"/> Approval date <input type="checkbox"/> Effective date <input type="checkbox"/> Proper format of Policy Manual posting <input type="checkbox"/> TOPS Pipeline and Archives update <p>Policy Office personnel who verified and posted this policy to the University Policy Manual</p> <p>Name: _____</p> <p>Date posted and verified: <u>MM/DD/YYYY</u></p>



POLICY TITLE	Requisitions and Purchase Orders	Policy Number	244
Section	Financial Affairs and Development	Approval Date	
Subsections	Procurement	Effective Date	
Responsible Office	Office of the Vice President of Finance and Administration		

7
8
9
10 **1.0 PURPOSE**

11 **1.1** This policy outlines requirements and instructions for preparing and processing requisitions.
12

13 **2.0 REFERENCES**
14

15 **2.1** UVU Policy 241 *University Procurement*
16

17 **3.0 DEFINITIONS**
18

19 **3.1 Requisition:** A form used to initiate the procurement of goods, services, or construction by
20 Procurement Services.
21

22 **3.2 Purchase Order:** A legal and binding written contractual document serving as a formal order for the
23 goods and/or services listed thereon and setting forth all applicable terms and conditions. A change order
24 amends the original purchase order.
25

26 **4.0 POLICY**
27

28
29
30 **4.1** Procurement Services establishes procedures and requirements for processing purchase requisitions
31 and purchase orders. Procurement Services also works to ensure that all orders are compliant with
32 University policy and state and federal codes.
33

34 **4.2** A requisition must be submitted to initiate the procurement of goods, services, or construction by
35 Procurement Services. Exceptions are specified in Section 4.3.
36

37 **4.3** Goods or services not requiring a requisition include, but are not limited to:
38

39 1) Purchases made in accordance with the small-dollar purchase guidelines established by Procurement
40 Services that do not utilize the requisition process;
41

42 2) Salaries and wages;
43

44 3) Travel;



45
46 4) University departments that utilize direct billing (such as Dining Services, Printing Service, Facilities,
47 Fleet Services, or other campus departments).

48
49 5) Purchases funded for furniture, fixtures and equipment by the Utah Division of Facilities Construction
50 and Management.

51
52 **4.4** University operating units authorized to engage in direct procurement without going through
53 Procurement Services are listed in Policy 241 *University Procurement*.

54
55 **5.0 PROCEDURES**

56
57
58 **5.1** University departments must create and approve a requisition before a purchase order can be created.
59 Requisitions are not purchase orders and shall not be used or represented as such.

60
61 **5.2** When entering requisitions, University departments shall follow the requisition guidelines provided
62 by Procurement Services.

63
64 **5.3** A purchase order must be completed and approved by Procurement Services before an order is placed.
65 (see University Policy 241, Section 5.3) Exceptions are listed in section 4.3.

66
67
68

POLICY HISTORY		
Date of Last Action	Action Taken	Authorizing Entity

69
70
71
72