

**MARYWOOD UNIVERSITY  
PURCHASE REQUISITION**

SEE INSTRUCTIONS ON REVERSE SIDE

PURCHASING USE ONLY

**To The Purchasing Office**  
**Please Purchase the Following:**

**Deliver To:** Dept \_\_\_\_\_ Phone Ext \_\_\_\_\_  
 Bldg \_\_\_\_\_  
 Room # \_\_\_\_\_  
 Attn \_\_\_\_\_

Please print  
or type

**Check one of the following:**

- PURCHASING WILL MAIL  
 I WILL PHONE/FAX/MAIL

**Suggested Vendor** \_\_\_\_\_  
**Vendor Address** \_\_\_\_\_  
**Vendor Phone #** \_\_\_\_\_  
**Date Required By** \_\_\_\_\_ **Today's Date** \_\_\_\_\_

**SEND GREEN COPY TO:**

QUANTITY	DESCRIPTION	UNIT PRICE	DISCOUNT	EXTENDED AMOUNT	EXPENSE ACCOUNT

**Requested by** \_\_\_\_\_  
**Approved by** \_\_\_\_\_

\_\_\_\_\_

## INSTRUCTIONS

**THE PROPER PROCEDURE TO PURCHASE OR OBTAIN ANY SUPPLIES, RENTALS, EQUIPMENT, OR SERVICES IS TO SUBMIT THIS "PURCHASE REQUISITION FORM" TO THE PURCHASING OFFICE.**

### PREPARATION OF THIS REQUISITION

Please type or print neatly.

1. State clearly where the goods are to be delivered. For accurate and prompt delivery of your order the requisitioner **MUST** include a department, the building and room number, the name of the person to whom the order is being delivered, and the phone extension where the person can be contacted.
2. List the suggested vendor with complete address, zip code and phone number.
3. State the date the item(s) are needed. Please allow sufficient lead-time for a requisition to be processed. Ordinarily, it takes from one to three days to process routine purchase requests from established suppliers. Actual delivery dates depend upon individual vendors. All other purchase requests should be made **WELL IN ADVANCE** of the date needed; at times, deliveries from non-local vendors may take from one to six weeks.
4. Please check one of the boxes on the top right of the form which will determine if the order will be mailed by the Purchasing Department or if the person requesting the order will phone, fax, or mail the purchase order. Below this area please print the name of the person who should receive the Green Receiving Copy of the purchase order.
5. A complete description of the item(s) requested must be clearly printed or typed and be sufficient for an order to be placed. The exact quantity, description, and/or catalog number is required for each item. The description should be such that it can be entered exactly as written on a Purchase Order to the vendor.
6. The exact unit price, extended amount, discount (if applicable) and the expense account including the proper point classification to be charged must also be entered. If a written price quote is available it should be attached to this requisition.
7. The purchase requisition must be properly authorized by the person responsible for the budget. A complete signature is required for authorization; per signature, initials, or stamped signatures are not acceptable. In cases where the authorized signer will be absent for a period of time, a temporary replacement should be duly authorized to sign the purchase requisitions. In order to appoint a replacement, please contact the Budget Office at extension #6224.

### **A PURCHASE REQUISITION CANNOT BE PROCESSED AND WILL BE RETURNED TO THE REQUISITIONER BY CAMPUS MAIL IF:**

- Any of the items underlined above are not supplied on the requisition.
- There are insufficient funds in the budget.
- There is insufficient time to place the order and have the purchase completed before the end of the fiscal year.

Once a Purchase Order is issued, the Green Receiving Copy is sent to the person denoted on the purchase requisition. **IMMEDIATELY** upon receipt of items ordered, the Green Receiving Copy should be signed, dated, and sent to the Purchasing Office with all or any pertinent packing lists and/or invoices, as evidence that the items have been received. For partial deliveries, **DO NOT HOLD** the Green Receiving Copy. Back orders can be acknowledged on a Back Order Acknowledgement Form, also available on line. It is important not to jeopardize the credit rating of the University.