

# TEXAS A&M UNIVERSITY-KINGSVILLE

Title: Departmental Requisition Form

Use, Process, and Proper Completion

Procedure No.: PP-160

Date: 8/15/98

## I. Purpose

The purpose of this procedure is to provide detailed instructions on when to use, how to properly complete, and how to process the Departmental Requisition.

## II. Scope

This procedure applies to all Departmental Requisitions.

## III. General

The Departmental Requisition is the primary tool to be used by departments for ordering goods and services or to request certain financial services actions.

Examples: Use the Departmental Requisition for the following:

- 1.) To order equipment or supplies through the Procurement and General Services Office
- 2.) To request the establishment of a Services contract
- 3.) To request supplies from Stores
- 4.) To request reimbursement to the employee for approved business related expenses
- 5.) To request issuance of scholarship checks
- 6.) To request CIS support service
- 7.) To request payment of a valid invoice not related to a Purchase Order.

Other Forms: Some actions require special forms. These include:

- 1.) Work Orders; use when requesting special services from Physical Plant Services
- 2.) Key Request; use when requesting keys
- 3.) Travel Vouchers; use when requesting reimbursement of approved travel expense
- 4.) Request for Proposed Construction Project; use when requesting construction or demolition using traditional materials and skills

The attached form is the approved Departmental Requisition Form. User's must complete the form in its entirety and submit it for proper routing. Follow the instructions for completing the Departmental Requisition.

**Requisition Form Example and Field by Field Instructions**

**DEPARTMENTAL REQUISITION  
TEXAS A&M UNIVERSITY-KINGSVILLE**

To be completed by Fiscal Office

Department Name \_\_\_\_\_ **1** \_\_\_\_\_  
 User \_\_\_\_\_ **2** \_\_\_\_\_ Requisition Number \_\_\_\_\_ **7** \_\_\_\_\_  
 User Phone \_\_\_\_\_ **3** \_\_\_\_\_ Campus Box \_\_\_\_\_ **4** \_\_\_\_\_ Buyer \_\_\_\_\_ **8** \_\_\_\_\_  
 Account Name \_\_\_\_\_ **5** \_\_\_\_\_ PCC \_\_\_\_\_ **9** \_\_\_\_\_ Route \_\_\_\_\_ **10** \_\_\_\_\_  
 Account Number \_\_\_\_\_ **6** \_\_\_\_\_ P.O. Number \_\_\_\_\_ **11** \_\_\_\_\_

***12** My Department needs the following service, equipment, or supplies.  
It is understood that these items, including labor, may be charged against my budget.*

Item Number	Description	Quantity	Unit of Measure	Unit Price	Extend Price
<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>

**Vendor Reference**

Company Name: \_\_\_\_\_ **19** \_\_\_\_\_ \_\_\_\_\_ **25** \_\_\_\_\_  
 Date  
 Mail Address: \_\_\_\_\_ **20** \_\_\_\_\_ \_\_\_\_\_ **26** \_\_\_\_\_  
 Account Manager  
 City, State, Zip: \_\_\_\_\_ **21** \_\_\_\_\_ \_\_\_\_\_ **27** \_\_\_\_\_  
 Approval Date  
 Contact Person: \_\_\_\_\_ **22** \_\_\_\_\_  
 Phone \_\_\_\_\_ **23** \_\_\_\_\_ Fax \_\_\_\_\_ **24** \_\_\_\_\_ \_\_\_\_\_ **28** \_\_\_\_\_  
 Approval-President, Fiscal Officer

Make Requisitions in quintuplicate. Keep last copy for departmental file and forward first four copies to Fiscal Office.

#### IV. Instructions for preparing Departmental Requisition Form.

The form has been developed to include the necessary items for the Fiscal Offices to take action on behalf of the operating departments. Please note that all items must be completed. Follow instructions closely. Refer to the attached Requisition Form for the items listed below.

- 1.) **Department Name:** Enter the FAMIS department name. A common mistake is to enter the common department name. The FAMIS accounting system requires that we enter the FAMIS department name before we can transact any purchasing activity. The FAMIS department name is a four or five letter abbreviated name. It must be the name of the department to which the buying account belongs. If you do not know the FAMIS departmental name, call the Accounting or Procurement office.
  
- 2.) **User:** Enter the primary user's name. This is not necessarily the account manager's name. It should be the name of the person that is most familiar with the request and can make clarifications when needed.
  
- 3.) **User Phone:** Enter the direct line phone number of the person most familiar with the request.
  
- 4.) **Campus Box:** Enter the campus box number to which correspondence regarding the request should be mailed.
  
- 5.) **Account Name:** Enter the account name. This should be the official name of the account from which the payment will be made.
  
- 6.) **Account Number:** Enter the Account Number. This must be the account to which the charges will be made. The Account Manager's signature on the bottom of the requisition must be the listed manager for the listed account. If multiple accounts are being used, indicate the percentage to be paid from each account.
  
- 7.) **Requisition Number:** This number will be assigned by the Fiscal Office. It will be sequentially assigned. Copy four of the Requisition will be returned to the Department with the Requisition annotated. When calling to check on the progress of a Requisition, the number will be required. When searching for Requisition information in FAMIS, the number will be preceded by 11111 and will be referred to as the User Reference Number.
  
- 8.) **Buyer:** The Procurement and General Services office will assign a buyer to each Requisition.
  
- 9.) **PCC:** This code is assigned by the Procurement office to indicate by what authorizations the purchase is made. It is required by the Uniform Statewide Accounting System.

10.) **Route:** The Fiscal/Procurement offices will annotate if the Requisition requires special routing.

11.) **P.O. Number:** This field may be used for three different numbers. The Procurement Office may assign it a FAMIS Requisition Number and/or a FAMIS Bid Number during the bid process. Once an order is issued, the P.O. number will be recorded in this field.

12.) This is a statement that authorizes the Fiscal Offices to take action on the account.

13.) **Number:** Enter the sequential number of listed items. The first item is always 1. The second item is 2. Do not enter part numbers, catalog numbers, or model numbers.

Item Number	Description	Quantity	Unit of Measure	Unit Price	Extend Price
1.	Desk, Clerical, double pedestal, Commodity code 600-25-142587-98	1	EA	625.00	625.00
2.	Chair, Ergonomic, commodity code 600-32-12358-98	1	EA	135.00	135.00
3.	Arm rest for Model 345 chair, part number 187463.	1	EA	25.00	25.00

14.) **Description:** Enter a detailed description of the items desired. Attach additional sheets when more specifications are required. Attach catalog and/or manufacturer's information and specification sheets. Be sure to include all required information; i.e. Size, Shape, Color, Brand Name reference, Weight/Volume/Quantity per Unit of Measure, Commodity Code, Model Number, Part Number, ISBN Number, Catalog Number (catalog date/page number), Title, Beginning/Ending dates (for service), Course Titles, Name of Conference, Place of Conference, Name(s) of Attendee(s) as per the examples below:

Item Number	Description	Quantity	Unit of Measure	Unit Price	Extend Price
1.	<b>Carpenter's Framing Hammer</b> <b>1.1 16 oz head</b> <b>1.2 Flat smooth tempered steel face</b> <b>1.3 14" Fiberglass handle with grip</b> <b>1.4 Straight claw, tapered to end</b> <b>1.5 Stanley model XG-16PC or equivalent</b>	50	EA	14.57	728.50
2.	<b>16 penny galvanized box head nails</b>	100	LBS	.68	68.00
3.	<b>Table Saw (see attached specifications)</b>	1	EA	495.00	495.00

4.	<b>Book, “Making it BIG in the University Research”, by Bix Bender, published by Jones and Jones, 1993, ISBN 125465747988</b>	1	EA	23.50	23.50
5.	<b>Secretary’s Chair, State Contract, blue velour, Commodity Code 600-25-45698-12</b>	4	EA	95.00	380.00
6.	<b>Registration for Dr. Joan Smith, Dr. X. Thomas, and Dr. So Long to attend Seminar in Risk Management to be held in Las Vegas, Nevada on September 12, 1995.</b>	3	EA	100.00	300.00
7.	<b>Potassium Chloride Crystal ACS, Mallenckrodt Catalog #658, 2.5 Kg per Bottle, shipped in heavy glass bottle</b>	1	BOT	11.90	11.90
8.	<b>Paper, 20 # bond, Canary Color, wrapped in 500 page reams, 10 reams per case, National Paper # 4565BB.</b>	2	CS	83.00	166.00
9.	<b>Provide all labor, materials, tools, to maintain Yazoo lawn mower from 9/1/97 thru 8/31/98.</b>	1	LOT	95.20	95.20

15.) **Quantity:** Enter the quantity in standard measurement terms. The quantity, the unit of measure, and the unit price must agree. If a quantity of 144 pencils are desired and they are sold in dozen packages the quantity would be 12 dozen. If the item is sold and priced in packages, then the quantity per package must be stated in the description field

Item Number	Description	Quantity	Unit of Measure	Unit Price	Extend Price
1.	Pencils with TAMUK logo, part no. 1452-9	<b>12</b>	DOZ	2.80	33.60
2	Filters, For use on Gamma Tech Model 4, part No. 45632, 24/package	<b>15</b>	PKG	3.00	45.00

16.) **Unit of Measure:** State the standard unit of measure for which the item is sold and priced. Abbreviations for industry standard units of measure are:

MEASURE	ABBREVIATION
BAG	BAG
BALE	BAL
BOARD FOOT	BDF
BUILDING	BLG
BUNDLE	BND
BOTTLE	BOT
BUSHEL	BTL
BOX	BX
HUNDRED	C

HUNDRED	CAG
CAN	CAN
HUNDRED CUBIC FEET	CCFT
CURIE	CI
CASE	CS
CARTON	CT
CARTON	CTN
CARTRIDGE	CTR
CUBIC FOOT	CUF
CUBIC YARD	CUY
HUNDRED WEIGHT	CWT
CYLINDER	CYL
500	D
DAY	DAY
DRUM	DRUM
DOZEN	DZ
EACH	EA
FLAT	FLAT
FREIGHT	FRT
FOOT	FT
GALLON	GAL
GRAM	GM
GROSS	GR
GRAINS	GRA
HOUR	HR
INCH	IN
INSURANCE	INS
JAR	JAR
JOB	JOB
JOINT	JT
KEG	KEG
KILOGRAM	KG
KIT	KIT
KILOWAT	KWH
POUNDS	LBS
LINE	LNE
LINEAR FOOT	LNF
LOT	LOT
LITER	LTR
THOUSAND	M
MILLIGRAM	MG
MILES	MI
MINUTES	MIN
MILLILITER	ML
MONTH	MO
METRIC TON	MTON
METERS	MTRS
OTHER	OTH
OUNCE	OZ
PAD	PAD
PALLET	PAL

PIECE	PC
PACK	PK
PACKAGE	PKG
PACKET	PKT
PAIL	PL
PAIR	PR
PINT	PT
QUART	QT
QUARTER	QTR
ROLLS	RLS
REAM	RM
ROD	ROD
SET	SET
SHEET	SHT
SPOOL	SPL
SQUARE FOOT	SQF
SQUARE YARD	SQY
STEM	ST
SYSTEM	SYS
TAX	TAX
TUBE	TBE
TON	TON
TRAY	TRY
TUB	TUB
UNIT	UNT
VIALS	VLS
VOLUME	VOL
WEEKS	WKS
YARDS	YDS
YEAR	YR

17.) **UNIT PRICE:** Enter to price per unit of measure. If 144 pencils are being purchased at \$2.80 per dozen, then the Unit Price is \$2.80. If 144 pencils were being purchased at \$0.233 each then the Unit Price is \$0.233. Units of Measure and Unit Price must agree.

Item Number	Description	Quantity	Unit of Measure	Unit Price	Extend Price
1.	Pencils with TAMUK logo, part no. 1452-9	12	DOZ	<b>2.80</b>	33.60
2	Pencils with TAMUK logo, part no. 1452-9	144	EA	<b>.2333</b>	33.60

18.) **EXTENDED PRICE:** Enter the product of the Quantity x Unit Price. In this example, this is 12 x 2.80 therefore the EXTENDED PRICE is \$33.60.

Item Number	Description	Quantity	Unit of Measure	Unit Price	Extend Price
1.	Pencils with TAMUK logo, part no. 1452-9	12	DOZ	2.80	<b>33.60</b>

If the Extended Price is critical and cannot be exceeded, then the department should indicate "Do Not Exceed". Departments are cautioned; if the "Do Not Exceed" statement is used and the low bid exceeds that amount, the Procurement Office will return the requisition via campus mail and no action will be taken on the bids. If the "Do Not Exceed" statement is not included, then the department is authorizing the Procurement Office to use their expertise in determining if the low bid is reasonable and customary.

The Procurement office has experienced numerous conflicts in estimated pricing and bid pricing. Most of these conflicts occur when the department has changed the scope of work or the product configuration from what was requested from vendors for estimates. Probably the greatest discrepancy occurs because departments fail to ask for "delivered" pricing.

**19.) - 24) VENDOR REFERENCE SECTION** This information is required for all purchase requisitions. By submitting the Vendor Reference information, the requesting department is certifying that they have contacted the Vendor Contact and have received a valid offer to sale at the quoted prices. If additional vendors have been contacted, a separate sheet listing the additional vendors is required. The only element of the Vendor Reference Section that is not mandatory is the Fax number. All other information must be completed. It is critical that the User identify all vendors to which they want a bid sent.

**19.) COMPANY NAME:** Record the complete company name. Do not use abbreviations.

**20.) MAIL ADDRESS:** Record the street or P.O. Box address to which the Purchase Order should be mailed.

**21.) CITY, STATE, ZIP:** Record the City, State and Zip Code to which the Purchase Order should be mailed.

**22.) CONTACT PERSON:** Record the name of the person from whom the pricing information was obtained.

**23.) PHONE:** Record the phone number of the person that provided the pricing information.

**24.) FAX:** Record the fax number of the vendor contact.

**25.) DATE:** Record the date that the Account Manager signs the Requisition.

**26.) ACCOUNT MANAGER:** The Account Manager must sign the Requisition.

27.) **APPROVAL DATE:** The Fiscal Office will enter the date that the Requisition is approved for processing.

28.) **APPROVAL-PRESIDENT, FISCAL OFFICER:** The President or the Approving Fiscal Officer will sign in the field.

VI. Examples of Right and Wrong Ways to Itemize Requisitions

**EXAMPLE 1**

Item Number	Description	Quantity	Unit of Measure	Unit Price	Extend Price
	<b>WRONG</b> PLEASE MAKE CHECK PAYABLE TO KINGSVILLE RECORD NEWSPAPER: DATA ENTRY CLERK POSITION DATA ENTRY CLERK/RECORDER CLERK POSITION				
1.	<b>RIGHT</b> RUN AD FOR DATA ENTRY CLERK POSITION IN THE CLASSIFIED SECTION OF THE KINGSVILLE RECORD ON MARCH 2, 1997	1	EA	100.00	100.00
2.	RUN AD FOR DATA ENTRY CLERK/RECORDS CLERK POSITION IN THE CLASSIFIED SECTION OF THE KINGSVILLE RECORD ON MARCH 2, 1997	1	EA	100.00	100.00

To have ads run in periodicals, we must specify a specific name for the ad, the section and sub-section in which the ad is to be run, and the dates that the ad is to be run. We must have the department's estimate of the cost of the ad. The University does not prepay ads.

**EXAMPLE 2**

Item Number	Description	Quantity	Unit of Measure	Unit Price	Extend Price
	<b>WRONG</b>				
	PLEASE PLACE AN ORDER FOR THE FOLLOWING ITEMS FROM STECK VAUGHN AS SOON AS POSSIBLE, FALL CATALOG PAGE 13, OFFICIAL GED PRACTICE TEST SPANISH EDITION:				
	FORM AA JK2352-6	2		27.00	54.00
	UNIVERSAL ANSWER SHEET JK53545	2		15.00	30.00
	ADMINISTRATORS SET JK53634	2		22.95	45.90
	<b>RIGHT</b>				
(text)	ALL ITEMS BELOW ARE FOR USE WITH STECK VAUGHN OFFICIAL GED PRACTICE TEST SPANISH EDITION				
1.	FORM AA JK2352-6	2	EA	27.00	54.00
2.	UNIVERSAL ANSWER SHEET	2	EA	15.00	30.00
3.	ADMINISTRATORS SET	2	SET	22.95	45.90

Break down all purchases into line items. The FAMIS Purchase Order System requires that each item that can be priced separately or received individually must be entered as a separate line item. If the items share a common characteristic, then the common description may be included as a text item preceding the line items.

**EXAMPLE 3**

Item Number	Description	Quantity	Unit of Measure	Unit Price	Extend Price
	<b>WRONG</b>				
	FERTILIZER TWO PALLETS OF 18, 6, 12 SLOW RELEASE	2	EA	478.40	956.80
	<b>RIGHT</b>				
1.	SLOW RELEASE FERTILIZER, 18 NITROGEN, 6 IRON, 12 POTASH PACKAGED IN 50 LB BAGS BUNDLED ON TWO PALLETS	2	TON	478.40	956.80

All descriptions must be clearly stated in order to eliminate potential problems. Although the industry may seem to know what the numbers 18, 6, 12 stand for, it is best to specifically name the components. Quantities must be measurable. In the example, a pallet is an unknown quantity. The vendor could ship one 50 pound bag on a pallet and we may have to accept. Always be specific so that there is no question as to the quantity that the University is buying.

**EXAMPLE 4**

Item Number	Description	Quantity	Unit of Measure	Unit Price	Extend Price
	<b>WRONG</b>				
	REGISTRATION FEE FOR 1997 ACLA ANNUAL CONFERENCE				395.00
	<b>RIGHT</b>				

1.	REGISTRATION FOR DR. ALBERTO JONES TO ATTEND 1997 ACLA ANNUAL CONFERENCE IN TO BE HELD MAR 12-15, 1997 IN NEW ORLEANS, LA	1	LOT	395.00	395.00
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Conference Registrations must include; the Name of the Person(s) attending the conference, the Name of the Conference, the date(s) of the conference, and the Location of the conference. Other details may be communicated by attaching a registration form or by including them in the P.O. description field. Other details may include; Sessions to be attended, Papers to be presented, Luncheons to be attended, or special accommodations that are required.

It is the procedure of the University to only prepay Conference fees when mandated by the host. If possible, the University will issue a P.O. for Conference Registration. If prepayment is required, then the University can only pay it up to six (6) weeks prior to the conference. If prepayment is required, then the department must indicate such on the departmental requisition.

**EXAMPLE 5**

Item Number	Description	Quantity	Unit of Measure	Unit Price	Extend Price
1.	<b>WRONG</b> 2 x 80NS SIMMS				
2.	PLEASE PURCHASE MINI BLINDS FOR GRACILOCA HALL LOUNGE				
3.	PLEASE ORDER TONER FOR COPIER IN ROOM 121 COLLEGE HALL	1			
XG243	BEARING RETAINER AND SET SCREW	1	3.67	3.67	
5.	PASSENGER TIRE FOR SMALL STATION WAGON	1	EA	99.95	99.95
1.	<b>RIGHT</b> MEMORY UPGRADE FOR IBM 486-60 MODEL 2342 COMPUTER, 2 MEGABYTE X 8 CHIP 80 NANOSECOND	1	SET	121.00	121.00
2.	PROVIDE ALL LABOR, MATERIALS, TOOLS, EQUIPMENT, TO INSTALL MINI BLINDS IN GRACILOCA HALL LOUNGE AS PER ATTACHED DRAWINGS AND SPECIFICATIONS. WINDOW SIZE: 48" WIDE X 94" HIGH BLIND TYPE: SW 97-999 OR EQUAL  CONTACT MICK JAGGER @ 512-555-2222 TO SCHEDULE INSTALLATION	1	LOT	225.00	225.00
3.	015-15-45050-8, TONER CARTRIDGE FOR KONICA MODEL 1602, 12 BOTTLES PER CASE	1	CASE	13.41	13.41

4.	BEARING AND SET SCREW, STAINLESS STEEL REPLACEMENT SET FOR FREEBOSTAT ON THERMOTHROZZLE MODEL 833B WITH TORSION BAR SUSPENSION, PART NO.XG243, CATALOG #23, PAGE 43.	1	SET	3.67	3.67
5.	PASSENGER TIRE, POLYESTER, STEEL BELTED RADIAL, P195/70R14, WHITE SIDE WALL, PREVIOUS TIRE GOODYEAR INVICTA GL, TO BE MOUNTED AND BALANCED ON CAR #22	1	EA	DO NOT EXCEED 105.00	

These examples show a variety of errors.

1. All items must have clear descriptions that include enough detail to describe the item in non technical terms. Estimated pricing and unit of measure must be included.
2. More description is required which may include dimensions, colors, shapes, locations and dates of service. Unit of measure and pricing are required.
3. More description is required. Include model numbers, unit of measure, and commodity codes.
4. More description is required. Include part number, material specs, catalog date and catalog number. Include model name and year of manufacture. The Item No. column is for the sequential listing of items. Include model, part numbers in the description field.
5. More description is required. Include items like size, design style, material, previous brand and model, and what services are required. If the price is critical include the "Not to Exceed Statement".

Note: The items in Example 5 show a mixture of items on one requisition for this example only. Requisitions should list only items that can reasonably be expected to be purchased from one vendor. Do not mix items from a variety of vendors.

## VII. Processing the Requisition

Use this procedure for processing the Departmental Requisition from inception through the Purchase Order. Departments should refer to PP-030 for flowcharts on this process.

- A. Identify the Need. The first step to any requisition is to clearly identify the need and how to satisfy that need. From the set of all possible solutions, pick the best solution. The solution set may include Purchasing from external sources, purchasing from within the TAMU System, using the University Physical Plant crafts and services, processing Budgetary changes through the Accounting Office, purchasing from University Stores, or having work done by the University Printing Center.
- B. If the solution involves procurement, the User should identify potential sources (vendors) for the purchase.
- C. The User should consult with the Account Manager to determine if the solution is acceptable and if authority is given to proceed with implementing the solution.
- D. If the Account Manager has agreed, the User should first develop clear specifications that will satisfy the need. For Procurement solutions, the user should then contact

vendors for pricing information. In special cases, the Procurement Office will allow the User to solicit Bids. However, in most cases the User will solicit only informal price quotes. When contacting potential vendors, the Users should state that they are asking only for informal pricing and not a bid.

- E. After the specifications have been finalized and pricing has been estimated, the User must complete the Departmental Requisition.
- F. The Departmental Requisition is first routed to the Account Manger for signature. At this point the Department clerical staff should detach and file the bottom copy of the Requisition.
- G. The Departmental Requisition is then forwarded to the Assistant Vice President for Fiscal Affairs. The Assistant V.P. for Fiscal will then review the Requisition for proper authorization and, that it's purpose is appropriate. The Assistant V.P for Fiscal will then determine the next routing step; To Procurement, To Physical Plant, To Accounting, To University Engineer, To CIS, To Stores, or To Printing.
- H. The Requisition is approved by the Assistant V.P. for Fiscal and a sequential number is assigned to it. One copy of the numbered Requisition is filed in the Office of the Assistant V.P. for Fiscal Affairs. One copy is returned to the Department. (Departments should file this copy and refer to the Requisition Number on all inquires.) The last two copies are forwarded to the appropriate office for action.
- I. If the Departmental Requisition is for a purchase, it is forwarded to the Office of Procurement and General Services.
- J. The Director of Procurement and General Services then reviews the Requisition to determine the best method for making the purchase. If the purchase can be authorized from the information provided, the Director will assign it for P.O. processing.
- K. If it requires bids, the Director will assign it to the appropriate Buyer. The Buyer will determine if Formal or Informal Bids are required. In some cases, bids must be solicited by the General Services Commission in Austin. The Buyer will then develop the specifications for the bid and process the bids. Informal Bids normally take three days to process. Formal Bids take a minimum of ten days and are normally advertised for fourteen days. Open Market (GSC Bids) normally range from 30 to 50 days for processing.
- L. Upon completing the Bid process, the Buyer will make an award whereby a Purchase Order is issued. When the Purchase Order is issued, the Departmental Requisition Number is included in the data and is printed on the Department Copy of the P.O.