

# Requisition Support Documentation Form

Forward to: Purchasing Dept - Signal Peak Campus

Budget Code: \_\_\_\_\_ **Requisition #: R** \_\_\_\_\_

Please add your entire budget code under “Item Text” in Banner on your REQ entry.

Vendor Name: \_\_\_\_\_ Vendor Code: \_\_\_\_\_

Total Amount of REQ \$ \_\_\_\_\_

Did you **add tax** (estimate 10%)?    Yes            No            N/A

Did you **add shipping, delivery or freight** charges if applicable?    Yes            No            N/A

Is your **total \$5,000 and over** (please follow Purchasing guidelines)?    Yes            No

*OR*    Yes - I provided the Director of Purchasing 3 quotes.    RFQ #: \_\_\_\_\_

Yes - I am utilizing a Purchasing Cooperative.

Please add Purchasing Cooperative & Contract Number under “Item Text” in Banner on your REQ entry.

Cooperative Name/Contract #: \_\_\_\_\_

Is this a capital purchase/project? (If yes, please identify which capital purchase/project in “Notes” below.)    Yes            No

Is your IT, Marketing, or Maintenance Email approval attached?    Yes            N/A

Purchasing will Email Requestor(s) approved Purchase Orders so **the Requestor(s) can place their own orders.**

Do you want Purchasing to **snail mail** your purchase order instead (**NOT** recommended)?    Yes

Notes: \_\_\_\_\_

From: \_\_\_\_\_ Ext #: \_\_\_\_\_ Date: \_\_\_\_\_

Attach your back-up documentation (quote, estimate, receipts, Consultant form, etc.). **Keep copies for your records.**

Once your REQ is completed in Banner **notify your “Approver(s)”** there is a REQ in their queue awaiting approval.

**Thread for this form and our Purchasing Manual:** [www.centralaz.edu](http://www.centralaz.edu) → “About Central” → “Purchasing” → “Forms”