Departmental Requisition

OVERVIEW

Departments use Requisitions to request that Purchasing Services initiate purchases of goods and services by way of a purchase order.

Departmental Requisitions are used to:

• Initiate acquisition of goods and services by purchase order.

• Initiate acquisition of nonemployee labor for services subject to prevailing wage law (e.g., carpentry, electrical, plumbing), unless Purchasing Services provides authorization for a policy exception.

• Request payment of an invoice for goods or services ordered without authorization by exception to policy (BPPM 70.20).

NOTE: Departments are to create Supplier Contracts in Workday to initiate contracts, and renewals of contracts for goods and services. See BPPM 10.11 and 70.19 and the Workday Procurement Create Supplier Contract reference guide.

Purchasing Services conducts most purchasing transactions over $10,000, except transactions for commodities purchased through Facilities Services. See Purchases Through Facilities Services.

Departments are encouraged to conduct purchasing transactions up to $10,000 through direct buy purchasing methods, except transactions for commodities that must be purchased through Facilities Services and for capitalized equipment above the $10,000 direct buy threshold. Purchases below $10,000 for capitalized equipment are still subject to the additional approval requirements outlined in Table 1 and may be made by department placed purchase orders using the appropriate capital equipment spend category for such. See Purchases Through Facilities Services regarding commodities and BPPM 20.50 regarding capitalized equipment.

GENERAL INSTRUCTIONS

The Requisition is created in Workday. See the Workday Create Requisition reference guide for instructions.

Ordering Department Responsibilities

The ordering department determines quantities, minimum technical requirements, and delivery requirements of goods and services.
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Responsibilities (cont.)

The department is required to supply justification when a sole source is recommended. (See BPPM 70.01 for a discussion of sole source supplier.)

The ordering department is responsible for ensuring that adequate funds are available to purchase the ordered items.

Trade-Ins

See BPPM 70.12 for special procedures if existing equipment is offered for trade-in value.

Online Tracking

The ordering department may look up the purchase order number and order status by accessing Workday. See BPPM 85.37 and the Using Workday Reports reference guide.

ROUTING AND FILING

The ordering department routes the completed Requisition to Purchasing Services in Workday.

PRIOR APPROVAL

Certain types of purchases require additional approval before they may be ordered (Table 1). Reasons for this approval include:

- Safety of personnel,
- Matching major pieces of equipment,
- Compatibility with existing facility and/or building systems, or
- State of Washington requirements.

WSU Units/Administrators

The department may route Departmental Requisitions through indicated approval channels before sending them to Purchasing Services through Workday. This may expedite order processing.

Table 1

<table>
<thead>
<tr>
<th>Commodity</th>
<th>Source of Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air Conditioners, Heaters</td>
<td>Facilities Services; e-mail <a href="mailto:facilities.services@wsu.edu">facilities.services@wsu.edu</a>.</td>
</tr>
<tr>
<td></td>
<td>To expedite order processing, the department attaches evidence of this review or adds language to the requisition affirming that Facilities Services review was completed.</td>
</tr>
<tr>
<td>Biological Safety Cabinets</td>
<td>Office of Research Assurances (ORA)—University Biosafety Officer; mail code 3143; and Facilities Services; e-mail <a href="mailto:facilities.services@wsu.edu">facilities.services@wsu.edu</a>.</td>
</tr>
<tr>
<td>(Hoods)</td>
<td>To expedite order processing, the department attaches evidence of this review or adds language to the requisition affirming that ORA and Facilities Services review is completed.</td>
</tr>
</tbody>
</table>
### Departmental Requisition

**Table 1 (cont.)**

<table>
<thead>
<tr>
<th>Commodity</th>
<th>Source of Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment Requiring Support Utilities or Auxiliary</td>
<td>Facilities Services; e-mail <a href="mailto:facilities.services@wsu.edu">facilities.services@wsu.edu</a>.</td>
</tr>
<tr>
<td>Equipment (e.g., Autoclaves, Sterilizers)</td>
<td>To expedite order processing, the department attaches a Facilities Services Equipment Review form showing evidence that a Facilities Services review was completed. (See <em>BPPM 80.56</em>)</td>
</tr>
<tr>
<td>Personal Services Contracts</td>
<td>Director or other principal administrative officer (e.g., area finance officer). (See also <em>BPPM 70.50</em>).</td>
</tr>
<tr>
<td>Printing and Copying Services</td>
<td>CougPrints Plus; mail code 5910 (see <em>BPPM 80.05</em>).</td>
</tr>
<tr>
<td></td>
<td>NOTE: The department is responsible for retaining the records of this review, if applicable. See BPPM 80.05 for review requirements.</td>
</tr>
<tr>
<td>Radioactive Materials</td>
<td>Office of Research Assurances—Radiation Safety Supervisor; mail code 3143 (see <em>SPPM 9.50</em>).</td>
</tr>
<tr>
<td>Research Databases</td>
<td>Library Administrative Office—Assistant Library Director, Administration.</td>
</tr>
<tr>
<td></td>
<td>NOTE: The department is responsible for retaining the records of this review.</td>
</tr>
<tr>
<td>Carpeting, Floor Coverings, Window Coverings,</td>
<td>Purchased through Facilities Services (without Requisition). See <em>Purchases Through Facilities Services</em>. (NOTE: Student Affairs Auxiliaries (SAA) submits requests for such commodities with Workday Requisitions to Purchasing Services. SAA purchases do not require approval by Facilities Services).</td>
</tr>
<tr>
<td>Furniture Requiring Connections to Building or Building Utilities</td>
<td>To expedite order processing, the department attaches evidence of Facilities Services review or adds language to the requisition affirming that Facilities Services review is completed.</td>
</tr>
</tbody>
</table>

### PURCHASING SERVICES

Purchasing Services verifies that all proposed purchases are appropriate and in accordance with WSU and state of Washington policies. See *BPPM 70.03* for general guidelines regarding allowability.

### QUESTIONS

To look up the current status of a Requisition, access Workday. See the Using Workday Reports reference guide for instructions.
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Contract Status

To look up the current status of a contract, access Workday, or e-mail: purchasing@wsu.edu. See the Using Workday Reports reference guide.

DIRECT BUY PURCHASES

Departments have direct buy authority for allowable purchases up to $10,000.

Departments are encouraged to purchase all allowable goods and services with University purchasing cards (BPPM 70.08). Departments that do not have University purchasing cards are encouraged to purchase all allowable goods and services with Department Purchase Orders.

NOTE: Issuance of multiple department purchase orders or purchasing card transactions to circumvent the direct buy limit is prohibited.

PURCHASES THROUGH FACILITIES SERVICES

Departments are to contact Facilities Services to initiate purchases for the following commodities:

- Carpeting
- Floor coverings
- Window coverings
- Furniture requiring connections to the building or building utilities

The department does not create a Requisition in Workday for Facilities Services purchasing transactions. See BPPM 80.45 for procedures to request Facilities Services purchasing services.

Exception

Facilities Services does not initiate purchases of carpeting, floor coverings, window coverings, or furniture requiring connections to the building or building utilities for SAA. SAA creates Requisitions in Workday to initiate such purchases.