Departmental Requisition

NOTE: The website URL for Workday reference guides that are referenced in this section is: https://confluence.esg.wsu.edu/display/WKB/Workday

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 wages (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, Operations. See Purchases Through Facilities Services, Operations.

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, Operations and for capitalized equipment above the $10,000 direct buy threshold. Purchases below $10,000 for capitalized equipment may be made by department placed purchase orders using the appropriate capital equipment spend category for such. See Purchases Through Facilities Services, Operations 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.
Departmental Requisition

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. Reasons for this approval include safety of personnel, matching major pieces of equipment, or state of Washington requirements. See Table 1.

WSU Units/Administrators

The department may route Requisitions in Workday through indicated approval channels before sending them to Purchasing Services. 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, Operations—Director, Maintenance and Construction Services; mail code 1150</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, Operations—Director, Maintenance and Construction Services; mail code 1150.</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 Equipment (e.g., Autoclaves, Sterilizers)</td>
<td>Facilities Services, Operations—Director, Maintenance and Construction Services; mail code 1150 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>Personal Services Contracts</td>
<td>Director or other principal administrative officer (e.g., area finance officer). (See also BPPM 70.50).</td>
</tr>
<tr>
<td>Printing and Copying Services</td>
<td>CougPrints Plus; mail code 5910 (see BPPM 80.05). 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 SPPM 9.50).</td>
</tr>
<tr>
<td>Research Databases</td>
<td>Library Administrative Office—Assistant Library Director, Administration. NOTE: The department is responsible for retaining the records of this review.</td>
</tr>
<tr>
<td>Carpeting, Floor Coverings, Window Coverings, Furniture Requiring Connections to Building or Building Utilities</td>
<td>Purchased through Facilities Services, Operations (without Requisition). See Purchases Through Facilities Services, Operations. (NOTE: Housing and Dining Services submits requests for such commodities with Workday Requisitions to Purchasing Services. Housing and Dining Services purchases do not require approval by Facilities Services, Operations.) 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 email: 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, OPERATIONS
Departments are to contact Facilities Services, Operations 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, Operations purchasing transactions. See *BPPM 80.45* for procedures to request Facilities Services, Operations purchasing services.

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