

## Accounting Services Guide

### Purchase Requisitions

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A purchase requisition is a request or instruction to Purchasing Services to procure a certain quantity of a material or a service so that it is available at a certain point in time. Purchase requisitions generally include information on the department requesting materials, the exact number of supplies requested, a general description of those supplies, the legal name of the supplier and the expected price of the purchase. It is an internal document which, if approved, will be incorporated into a purchase order submitted to the supplier.

## Purchase requisition form (Appendix A)

The following information is required when completing a purchase requisition.

- **Date Ordered:** This field is useful in case procurement is asked to track the progress of the purchase.
- **Date required:** If your purchase must fit into a certain time frame, use this field to inform Purchasing Services. Everything will be done to expedite any purchase within a reasonable span of dates. Please use the following as a guide:
  - **Regular purchases** - Completed purchase requisitions will be processed within a timely manner with consideration towards time constraints, product availability etc. Purchasing Services goal is to process requests within 7-9 working days of receipt
  - **Rush** - A purchase requisition to meet an unplanned urgent need, but is not health & safety related, nor executive requested. Every effort will be made to process urgent purchase requests within 2 working days of submission.
- **Department Account No.:** You must provide the four (4) digit department code and (5) digit account code to which the purchase is to be charged.
- **Deliver to:** The name, department, extension, building, room fields must be completed in order to ensure proper delivery.
- **Recommended supplier:** You may fill this field out if you are sure of the supplier (Note: Purchasing Services have final say over suppliers selected). If unsure, Purchasing Services will choose the supplier.
- **Director/Supervisor/manager signature:** All requisitions must be signed on behalf of the department or account to be charged by an authorized signatory, as evidenced by the list maintained by Financial Services.
- **Budget Control Approval:** The authorized signatory is responsible for ensuring that sufficient funds are in place before requesting that a purchase is made.

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- **Items section:** If you know exactly which items you would like to purchase, provide the full item code, full name of item, and quantity desired. Otherwise, please give a detailed description of the type of item you would like to purchase. The unit of measure should be included if the item is not sold in a set quantity. The unit price field does not need to be completed. If you have received a quote, attach the quote or enter the unit price with the name of the person who gave you the quote (or if received online).
- **Additional Information/Specifications:** Use this section to provide any additional commentary to support your purchase and ensure that your requirements are clear.

Incomplete purchase requisitions are often the primary cause for unnecessary delays in the buying process. Beyond detailing what is being bought and for how much, other aspects must be addressed such as which department is paying for the purchase and what business objectives are accomplished by making the purchase (in cases where a significant buy is being proposed). Addressing these issues in the requisition commentary equips decision makers to act and reduces the amount of follow-up inquiry that can add time to the buying process.

### Approvals Requirements.

- All requirements for networking, computer hardware, software and telecom services and equipment to ensure compatibility with University systems must be approved by the appropriate Technology Solutions Centre staff
- All printing and duplicating must be reviewed and approved by the appropriate Printing Services staff.
- All purchases that affect the University's visual brand and/or marketing activities (including, but not limited to, advertising, promotional products bearing the University's logo, creative design services, and website design services) must be approved by the appropriate Marketing and Communications Department staff.
- All construction, renovation and major installation projects of less than \$25,000 and all projects that could impact air flow (building or tearing down walls) or changes to plumbing or electrical must be approved by the appropriate Facilities Department staff.
- All furnishings and equipment valued at more than \$2,500 per item, including taxes and miscellaneous charges, which are purchased with University administered funds must be recorded on the Fixed Assets Inventory and marked as the property of The University of Winnipeg. Refer to the Equipment Inventory Policy for further information.
- All purchases that address ergonomic / safety issues must be approved by the appropriate Safety Office staff. Page 10 of 12 Revised February 2018
- For purchases that will contribute significantly to the University's energy use, water consumption, transportation activities, and waste production and disposal; and for the purchase of cleaning supplies, the Campus Sustainability Office shall be consulted. ♣ For

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purchases funded by a research grant, these must adhere to grant requirements, and appropriate approvals must be obtained from the Research Office and Financial Services, where required.

- Legal Services shall be provided by the University General Counsel, and the services of legal counsel may only be retained by the General Counsel.
- All contracts over \$5000 that have multi- year budget implications are to be submitted for review and approval to the Vice-President Finance & Administration before a contract is awarded.
- All contracts over \$25,000 shall be accompanied by a Contract Authorization Request form, with appropriate review and signatures attached before Purchasing will release the contract, under the delegated authority from the Vice-President Finance and Administration.
- All Fees for Service Agreements with individuals are requested to be reviewed with Human Resources prior to submission to Financial Services to ensure compliance with the Canada Revenue Agency requirements for contracted services and our collective agreements.

**Note: If unsure as to whom to contact for this approval, ask Purchasing Services for the appropriate contact person(s).**

## A purchase requisition is required for:

### Purchases of \$1,000 - \$2,000

- A purchase requisition is required along with a minimum of two (2) verbal quotes complete with notes (if applicable). If solicited by the Requisitioner, these are to be forwarded to Purchasing, who will decide whether or not to pursue further competitive tendering, in consultation with the requisitioning department.

### Purchases of \$2,001 - \$5,000

- A purchase requisition is required along with a minimum of three (3) competitive quotes (if available), either verbal (complete with names on same), or written if solicited by the Requisitioner. Purchasing Services will decide whether or not to pursue further competitive tendering, in consultation with the requisitioning department.

### Purchases over \$5,000

- Detailed procedures and approval requirements for any purchases over \$5,000 can be found in the University's Purchase Policy Procedures. Please review the procedures prior to committing to any purchases.
- Any questions should be directed to the Director of Purchasing.

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#### **Purchases of Capital Expenditures**

- Capital Expenditures are purchases of furnishings/equipment and renovations projects exceeding \$25,000, where the economic life of the purchase is in excess of one(1) year.
- A Capital Expenditure Form must be completed prior to requisitioning, in compliance with the Capital Expenditures/Leases/Services Contracts Policy.

#### **Purchases using research grant funding**

- Purchase requisitions for purchases using research grant funding must follow all normal purchasing procedures and be reviewed by the research office. The AVP Research (or designate) must sign as one of the authorized signatures.

## **A purchase requisition is not required for:**

- Material for resale
- Travel, entertainment, honoraria, stipends, subscriptions, memberships
- Professional and pre-approved services including, but not limited to audit, architectural (structural, mechanical and electrical), legal, banking, investment management and acquisition of real estate
- Utilities (i.e.: heat, power, telephones, cable, cellular phone & internet service)
- Major construction contracts, where project or construction management consultants are engaged
- Other exceptions where documented and authorized by the VP Finance & Administration
- Purchases specifically approved by the Board of Regents.

## **Emergency purchases**

A purchase that is health/safety related and/or executive dictated will be handled by Purchasing Services immediately upon submission. In these circumstances normal paperwork can be completed after the purchase has been confirmed.

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### Further guidance

All purchases must adhere to the Universities Purchasing Policy and Procedures.

The University's Purchasing Policy can be found on our website at:

<https://www.uwinnipeg.ca/institutional-analysis/docs/policies/purchasing-policy.pdf>

The University's Purchasing Policy Procedures can be found on our website at:

<https://www.uwinnipeg.ca/financial-services/docs/purchasing-procedures-updated.pdf>


## **Accounting Services Guide Purchase Requisitions**

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### **Appendix A**

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 <b>THE UNIVERSITY OF WINNIPEG</b> PURCHASING SERVICES (204) 786-9701 (204) 786-9175			<b>PURCHASE REQUISITION</b> THIS IS NOT A PURCHASE ORDER		
Purchase Order status:			P.O. Number if Confirmation Only:		
<input type="checkbox"/> NEW <input type="checkbox"/> Confirmation					
Requisition Date:			Date Required:		
DEPARTMENT ACCOUNT NUMBERS:			OR	AWARD ACCOUNT NUMBERS:	
Account (5 Digits)	Department (4 Digits)	Sub-Department (4 Digits) <i>if required</i>		Account (5 Digits)	Award (5 Digits)
Department Name:					
Deliver to (Name):			Room # (Final Destination for inventory):		
Recommended Supplier:					
Catalogue Number:	Qty.	Unit	Description	Unit Price	Extension
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
Additional Information/ Specifications:				Sub-Total	\$0.00
Re:				GST	\$0.00
cc.:				PST	\$0.00
				Total	\$0.00
Authorized Signing Authority Name (PLEASE PRINT):			Authorized Signing Authority Signature:		
			Signature approval for purchase requisitions up to \$5,000		
Director/ Supervisor/Manager Name (PLEASE PRINT):			Director/ Supervisor/Manager Signature:		
			Signature approval for purchase requisitions in excess of \$5,000 *		
<small>* A completed Capital Expenditure Authorization Form must also be submitted with the Purchase Requisition for all furnishing/equipment purchases and renovation projects exceeding \$25,000</small>					

Link: <http://www.uwinnipeg.ca/financial-services/docs/purchase-req.xlsx>