The Requisition Process

Purpose: To order goods or services for Wilbur Wright College.

What forms do I need?

- Requisition form (located on our Intranet under Procurement)
- Board Report form (located on www.ccc.edu under Board of Trustees)
- Bid Recap form (located on our Intranet under Accounts Payable)

Note: If prompted to login, click cancel until the form is downloaded.

How to complete the Requisition packet:

1. Complete the Requisition form
2. Gather all required documentation.
   - Quote - 3 quotes are required if requisition is greater than $2,500, but less than $25,000.
   - Contract - Allow 21 days for legal review and contract generation.
   - Board report
     - If the request has a value greater than $25,000;
     - If vendor will receive more than $25,000 in a fiscal year via multiple transactions; or
     - If the request exceeds the previous board approved amount.
3. Obtain all required signatures.
   - Dean/Manager
4. Create a requisition in PeopleSoft Financial (PSF) system;
   - Include PSF assigned requisition number on the paper copy version of the requisition.
5. Upload documents and attach to the PSF generated requisition.
6. Complete a status check prior to submission.
   - Verify vendor exists within PSF.
   - Validate the vendor's budget within PSF to ensure it does not exceeded $2,500.
7. Submit the completed packet to the Business Office.
   - Submit a completed and approved requisition form, along with all documentation.

Notes:

- The end user must verify whether the selected vendor is listed as a current vendor in the PSF system. If the vendor is not in the system, a vendor application must be completed by the vendor and sent to the Department of Procurement Services for entry. *Please allow a minimum of 10 business days for entry.*
- Review budget details within PSF. Navigation: Commitment Control>Review Budget>Activities>Budget Details.