

Facilities Planning Policy & Procedure #29

TITLE

PURCHASE ORDER REQUISITION

OBJECTIVE AND PURPOSE

To ensure Vendors have a contract before beginning any work

RESPONSIBILITY

ACTION

PROJECT MANAGER

- ◆ Contact vendors for proposal:
 - Project up to \$12,500 - only one written proposal is required.
 - Projects \$12,500 to \$50,000 - two written proposals are required.
 - Any project over \$50,000 - must go to Campus Service C/M Contractor or out for bid.
- ◆ Complete a hand written **FAU Purchase Requisition (Attachment A)** and attach proposal(s), with all information, i.e., account number and P-# and name.
- ◆ When applicable, note on requisition: Contractor shall apply for and attend FAU excavation permit meeting and comply with conditions of approved permit prior to start of work.
- ◆ Route to Senior Accountant

SENIOR ACCOUNTANT

- ◆ Review to ensure all information is complete on Requisition and proposals are attached.
- ◆ Verify funding source and availability.
- ◆ Review all computation and back-up, initial, and forward to Senior Secretary for typing.

SENIOR SECRETARY

- ◆ Type **FAU Purchase Requisition(Attachment A)** Form
- ◆ Return to Project Manager to verify information and initial.

PROJECT MANAGER

- ◆ Review typed form, initial and return to Senior Accountant.

SENIOR ACCOUNTANT

- ◆ Obtain Director's signature.
- ◆ Send original **FAU Purchase Requisition** (Attachment A) with back-up to Purchasing Department.

PURCHASING DEPARTMENT

- ◆ Process **FAU Purchase Requisition (Attachment A)** into a Purchase Order.
- ◆ Send Purchase Order to Vendor with any payment forms required.

SENIOR ACCOUNTANT

- ◆ Provide copy of Purchase Order to Project Manager and copy Project file.
- ◆ Attach Purchase Order to file of Purchase Order Requisition.
- ◆ Enter information into the computer tracking system
- ◆ File original Purchase Order in accountant file.

REFERENCE

- ◆ FAU Purchasing Manual

ATTACHMENT

- ◆ **FAU Purchase Order Requisition – Attachment A**

Issued By: Nelson	Date Issued: 4/1/2001	Date Revised: 11/2007	Effective Date: 4/1/2001
APPROVED:	Vice President	Associate V.P.	Director

Banner Requisition

X _____

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AUTHORIZED SIGNATURE(S): I hereby certify that articles or services are budgeted and are necessary to properly conduct the activities of this department. NOTE: Official signature will be authority for payment.

Return Copy to Dept:
 Campus, Bldg, Room:
 Contact Person:
 Phone - Fax]
 E-Mail

DATE:
 INDEX:
 FUND:
 ORG:

Funding Type: __GTAIDS __Grants __Aux __Concession __Foundation __Other

Receiving Deliver to:
 [Name/Building/Extension]

Date Delivery Desired By [Date]

Vendor Name:

City/State/Zip

Attn To:

Phone:

Vendor Address:

Fax:

ITEM #	DESCRIPTION	ACCOUNT CODE	QTY	UNIT	UNIT PRICE	DISC %	EXTENSION TOTAL
Total							\$0.00

For Purchasing's Use Only
 Buyer Assignment _____
 For

ATTACHMENT "A"