
Purchasing Requisition Instructions**Purchasing**

A purchase requisition form is to be used for transactions that are not allowed through ProCard; PeopleSoft online requisitions; MMARS transactions and scenarios using multiple approval authority for departmental supervision and also for chartfield linkage.

A purchase requisition form is subject to the Salem State University Purchasing Policy and Procedures (located on the Purchasing website <http://www.salemstate.edu/3473.php>.) All corresponding information needs to be attached, such as: quotes, contracts and bids.

- Fill in suggested vendor name, address, city, state, zip code, telephone number and fax number
- Fill in request date, need date, name, department and phone number
- Fill in chartfield information. If grant or project please be sure to check box above number.
- Do not fill in shaded areas for Purchasing Department use only.
- Fill in quantity, unit of measure, description of item or services rendered plus cost.
- Attach a quote, contract and/or bid or fill in the MHEC or State Contract #'s if appropriate.
- Retrieve all appropriate signatures.
- Forward completed documents to the Purchasing department
- Upon receipt of completed documentation a purchase order will be created within 24 hours
- Purchasing will fax a copy of the purchase order to the appropriate vendor and intercampus a copy to the requisition requestor

Contact list for information on requisitions and purchase orders:

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