

Divisions of Academic and Student Affairs

Large Purchase Requisition Request

For the Bid process, complete Section 1 and 2. For a Sole Source complete Section 1 and 3. For a Convenience Contract complete Sections 1 and 4. Remember - Marketplace vendors approved for purchases over \$5K do not need a requisition. You must place your order through Marketplace.

Section 1

Department Name _____ Department Contact Name _____

Phone Number _____ Email _____ Fax Number _____

Delivery Location _____

OUC _____ Project # _____ Account # _____

This is a requisition for _____

Is there a date you need this by? _____ Is there a price per unit you do not want to exceed? _____

Section 2 - Bid process - along with the information requested in Section 1 and this section you will need to attach a complete set of specifications for the item(s) you want put out to bid. If you have a quote from one vendor already but want to get bids from other vendors include that also.

Is there a vendor you want to be sure is included in the bid process? _____

Section 3 - Sole Source - along with the information requested in Section 1 and this section you will need to attach a Price quote/estimate and a [Waiver of Competitive Bidding](#) (Sole Source) Memo. If there is a contract, please attach that as well.

Vendor Name _____ Vendor ID _____ Vendor must be in AP system before requisition can be processed

Vendor Contact Name _____ Email _____

Phone Number _____ Fax Number _____

Section 4 - Convenience Contract - along with the information requested in Section 1 and this section you will need to attach a price quote/estimate with the [Convenience Contract number](#) noted on it.

Vendor Name _____ Vendor ID _____ Vendor must be in AP system before requisition can be processed

Vendor Contact Name _____ Email _____

Phone Number _____ Fax Number _____

All Sections

Any additional information? _____

Request processed by: _____

Print Name _____ Phone # _____ Date _____

For Business Office

Requisition # _____ Entered by _____ Date _____