

# 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 \_\_\_\_\_