SOUTHERN ILLINOIS UNIVERSITY
EDWARDSVILLE

Purchase Requisition Form Manual

Please utilize the following information and instructions when preparing a Purchase Requisition form. It is vitally important that the purchase requisition form is submitted to the Purchasing Department fully complete with current information and required documentation. Deviation from this may result in delays in processing, incorrect information usage, and/or result in the forms being sent back to the department for correction.

- **Header Information:**
  - Fiscal Year:
    - Input Fiscal Year transaction is to occur in. If transaction crosses Fiscal Year dates, input Fiscal Year transaction begins in.
  - Preparer Name/Phone/Email:
    - Input form preparer information in these fields.
  - Business Owner Name/Phone/Email:
    - Input Business Owner information in these fields.
    - The Business Owner is the SIUE employee delegated by the requesting department to oversee the progress of the transaction, reviews the contractual terms and conditions, ensures those terms and conditions are followed, and acts as the Point of Contact for the transaction. This individual should also provide a signature on page 2 in the approvals section.
- **Distributions Information:**
  - Budget Purpose:
    - Input Budget Purpose number here. If multiple, use page 4 of form.
    - **If utilizing a grant account, send requisition to Office of Research and Projects for approval.**
    - **If utilizing a grant account, a Grant Transaction Summary Sheet will be required at $10,000 or more.**
  - Delivery Site:
    - Input location where goods will be received. If multiple, use Notes to Buyer section.
- **Supplier Information:**
  - SIU Employee / Vendor Family Relation question:
    - Answering **YES** triggers requirement for a Conflict of Interest form.
  - US Entity, Citizen, Permanent Resident question:
    - Answering **NO** triggers the need for alternate tax paperwork requirements and need to utilize a Contractual Service Voucher (instead of AP Invoice Distribution form) for making payments.
  - Supplier Insurance on File question:
    - If insurance is required, has the vendor already supplied SIUE with an insurance certificate? This can be checked by clicking link to our Insurance database. If not applicable to the transaction, answer **N/A.**
  - Supplier Information box:
    - Fill out fields with supplier information gathered from AIS database. Link to AIS search feature in box labeled Supplier Name and Address. Click HERE for information on using AIS database search.
    - Information should be input into the fields EXACTLY as it is displayed in AIS database.
    - Supplier should be contacted during this phase to ensure that all information is current.
    - Supplier Contact information is required. E-Mail address of contact should always be provided unless vendor wants the Purchase Order paperwork physically mailed to them.
    - Address provided on the purchase requisition should be the address that the supplier is operating from, not a remittance address (unless it is verified that they are the same address).
    - If the vendor is an individual being paid for a service utilizing their Social Security Number, an Independent Contractor Analysis Form is required. See Forms section for more info.

- **<u>Transaction Information:</u>**
  - Requesting Department:
    - Input Department name requesting transaction
  - Acquisition Type:
    - The information in this field will help us determine if the nature of a transaction has the potential to be expanded upon. Types are as follows:
      - Single Transaction – Used for one-time purchases of goods/services.
      - Initial Contract – Used when purchasing a contractual service for the first time that has the potential to be renewed for the next fiscal year.
      - Annual Renewal – Used when transaction is with a supplier that we renew with every year but **is not** bound by a multi-year agreement.
      - Established Contract Refresh – Used when transaction is with a supplier that we have an established multi-year agreement.
      - Bid – Used for first time formal bidding.
  - Previous P.O.:
    - If requesting a renewal of a previous Purchase Order, place that Purchase Order number here.
  - Confidential/Protected Info and Software/Web Application Questions:
    - Answering **YES** to either of these questions triggers the need for the Risk Assessment form.
      - Risk Assessment form must be completed every year if renewing services.
  - Furniture at $500+ value question
    - Answering **YES** triggers the requirement for a new furniture form. **N/A** option if not purchasing furniture.
  - Legal Review Question
    - If purchase requisition comes with a contract and/or terms and conditions, Answering **YES** will provide information on how to proceed with a legal review. **N/A** option if no contract or terms and conditions come with purchase requisition.
  - Coverage Term
    - Make your selection based off the total length of the transaction/contract. Pop-Up boxes will open upon selection with explanation and instructions if you are unsure in your selection.
    - Input the beginning and ending date the transaction is to cover. If no term dates, select **N/A**
  - Deliverables Due Date
    - Input date goods are to be delivered or date service is to be completed by.
  - Transaction Description box
    - Provide a few sentences that explain the who, what, when, where, and why of the transaction.
  - Total Requisition Cost
    - Total cost of line items should automatically tally in this field.
  - Multi-Year Contract Life Cost Total
    - Follow the instructions provided in the pop-up during the "Coverage Term" selection section.
- **<u>Lines Information</u>**
  - Provide a line by line break down of the transaction in the provided boxes. If more boxes are needed, utilize as many copies of page 3 of the purchase requisition as needed and add them to the requisition.
- **<u>Special Notes</u>**
  - Equipment/Asset/Trade-in questions
    - If you need assistance with these questions, please contact Property Control at 3308.
  - Notes to Buyer Box
    - Input any notes that may be relevant to the buyer within this field.
- **<u>Approvals</u>**
  - This section is the area to gather all signatures for approval for the transaction.

Special Forms Information

Forms can be found HERE.

Independent Contractor Analysis Form (ICAF) Procedure:

1. Department receives quote/information for a service. Once it is determined that payment to the vendor will be posted against the vendor's Social Security Number, the need for the ICAF is triggered.
   NOTE ON EIN If vendor is utilizing an EIN, then an ICAF will not need to be provided. The ICAF is only for services provided by a vendor whose Taxpayer Identification Number is their Social Security Number.
2. Department/Vendor fill out the ICAF. Department may want to hold off on doing a Purchase Requisition/ Accounts Payable Invoice Distribution Form (APID) at this point as ICAF might not receive approval.
   NOTE ON COVERAGE The ICAF form is valid only for the specified job/project provided and only for the specified time frame. Time frame can cover a single date, multiple individual dates or a specified coverage term. Anything outside of the specified job/project and/or time frame will require another ICAF.
   NOTE ON BOX 8 If the answer to this question is YES, please follow the below Conflict of Interest Procedure.
3. Department should send **only** the ICAF to Human Resources (Jeanette Parmenter). If department has already prepared a requisition/APID and/or has other documentation, department is to hold these documents for the time being.
4. Once HR approves of the ICAF, HR will send it back to the department. Department can then prepare their documentation, combine all forms (APID/Requisition, quote/info, ICAF, W9/ supplier form, etc.) into one packet, and send either to Purchasing (if utilizing Purchase Requisition) or to Accounts Payable (if utilizing an APID).
   NOTE ON APID Accounts Payable will send the APID and documents to purchasing for AIS verification/encumbrance. If you are providing a W-9 and/or supplier form, those forms will make their way to Purchasing.

HR would like to stress that the ICAF needs to be completed before a service is enacted or completed. If the ICAF is denied, it becomes very difficult for the individual to be paid for their services. **Improper classification of contractors may result in significant fines to the University by the IRS.** HR would like the ICAF submitted to them **at least three weeks before the beginning of service.** However, if the three-week deadline for the ICAF cannot be followed for any reason, the above procedure will still be utilized.

Conflict of Interest Form Procedure:

If the transaction requires a Conflict of Interest Form be completed, please contact Purchasing (x3255) for assistance before proceeding with the requisition.

Risk Assessment, New Furniture, Equipment/Asset, Sole Source Forms Procedure:

If the transaction requires any of the above forms, fill out the form and send along with the requisition. Purchasing will reach out to get approvals/file.

How to Submit Purchase Requisition and Documentation

Once the following has been accomplished:

1. Purchase Requisition completely filled out.
2. All approvals/signatures have been gathered.
3. All extra forms/documents are filled and completed with signatures.

Please send the entire package of documents to the Purchasing Department inbox (purchasing@siue.edu). Please only send items to purchasing@siue.edu once they have ALL signatures and ALL necessary completed documents. Please do not include the purchasing inbox on emails for signature requests or approvals from other departments. Only one version of the form and paperwork should be submitted. Please only send documents through campus mail if no other options are available.

<u>Legal Review Process:</u>

SIUE's Office of General Counsel (OGC) has released a SIUE Contracts website. There you will find additional information about procedures for contract review as it relates to purchasing approval. Once Purchasing staff has collected all necessary information and obtained requisite approvals, a packet will be sent to Legal for final review. Departments must complete the following steps prior to legal review.

- All documents containing terms and/or conditions of sale <u>must be submitted to Purchasing in Word format</u>. Please request an editable Word document of the purchase acknowledgment form/quote/terms and conditions of sale from the vendor OR convert current documents to Word documents if you have that capability.

- The review request must contain confirmation from the departmental representative responsible for the contract that all business terms and conditions are accurate and acceptable including, but not limited to, scope of work, pricing, dates, payment requirements, confidentiality requirements, etc. Please complete the following steps.

  - Review all business terms of the documentation associated with this purchase and include changes/comments as needed. **<u>Any necessary changes identified by the department must be noted in redlines or comments submitted with the Word document</u>**.

  - Review the SIUE Contracts Development and Review website. After reviewing the text, complete the Contract/Agreement Review Submission Certification form. This form contains the required confirmations that the Office of General Counsel requires for contract review. This form should be reviewed, signed, and dated by the individual who will be responsible for the transaction. Once complete, include this form with the other documents for your transaction when submitting them to Purchasing.

Once the documentation is complete and all approvals are received, the purchasing packet will be sent to Legal for review. Contracts will be reviewed in the order they are submitted, and departments should allow a minimum of ten business days for initial contract review. If Legal requests any changes to the terms and conditions of sale, those changes will be routed back to the department through Purchasing. Departments should work with the vendor to either a) obtain their approval of the recommended changes, or b) resubmit additional changes for further legal review. If the vendor agrees to the changes made by Legal, they must email the department back with their approval. The email will be included with the purchasing documentation. Additional changes should also be routed back through Purchasing, and second round responses will be routed back to the department for vendor review / approval.

IMPORTANT NOTE: SIUE's Legal Counsel cannot communicate directly with the vendor due to ethical restrictions. Purchasing will act as the conduit between Legal and the department, and the department should liaise between the vendor and Purchasing.

IMPORTANT NOTE: When initially submitting a contract for review, please send an editable version (WORD format) of the contract. We are unable to review contracts that are sent in a non-editable format (such as a DocuSign contract, web based contract, or a contract in which the form is "locked"). If the vendor supplies one of these types of contracts, please request the contract in an editable WORD format from the vendor.