

Memo to: UH-Downtown/PS Holders
From: Max Castillo
Subject: Purchase Requisitions

UH-Downtown/PS 05.C.03
Issue No. 1
Effective date: 10/15/01
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1. PURPOSE

This policy outlines the circumstances under and the process by which a Purchase Requisition should be submitted to the Purchasing Department. The system described applies to purchases from all University of Houston - Downtown (UHD) funds regardless of dollar amount.

2. DEFINITIONS

2.1 Purchase Requisition: A pre-numbered three-part NCR form used to request a University purchase. Upon completion by the requesting department and certification (approval) by the appropriate signature authority, the form is submitted to the Purchasing Department to initiate a purchase.

2.2 Request for Change Order: A one-part form used to request a change to an existing purchase order. The form is completed, approved, and submitted to the Purchasing Department to initiate the change order.

2.3 Rush Requisition: A requisition marked "RUSH" which upon delivery to the Purchasing Department will receive priority treatment by the Purchasing staff.

3. POLICY/PROCEDURES

3.1 UHD's Purchasing Department has been delegated the authority and responsibility for routine purchases of supplies, equipment and services for the University (See UHS Administrative Memorandum 03.B.01 and PS 05.C.02).

3.2 A University department initiates a purchase by submitting a Purchase Requisition to the Purchasing Department. Any needed changes after the initial purchase is complete may be requested by submitting a Request for Change Order.

3.3 With a limited number of exceptions, a Purchase Requisition is required whenever a purchase is expected to exceed \$5,000, regardless of fund source. A requisition is always required when purchasing materials off the State Contract. For more information on the proper use of the Purchase Requisition see PS 05.C.02.

3.4 Certain types of purchases require the approval of individuals other than account managers. For a list of such purchases see Exhibit A.

3.5 Effective control of purchase requisition forms involves the physical security of these documents. These purchase documents are authorizations for the expenditure of funds by the state or the university and therefore must be treated with the utmost security to minimize the risk of unapproved activity. The college or divisional administrator is responsible for ensuring the security of these forms.

4. REVIEW AND RESPONSIBILITIES

Responsible Party (Reviewer): Purchasing Manager
Review: Biennial

Policy History

Issue #1: 11/01/99

REQUIRED PRIOR APPROVALS

<u>Type of Purchase</u>	<u>Fund Source</u>	<u>Dollar Levels</u>	<u>Approval</u>
Advertisements - Personnel	All	All	Human Resources
Advertisements - Other - External Media Relations	All	All	Communications & Promotions
Trade-In Equipment	All	All	University Property Manager
Carcinogens, Suspected	All	All	Environmental & Physical Safety Department
Radioactive Materials	All	All	“
X-Ray Equipment	All	All	“
Class I-IV Lasers	All	All	“
Security Systems	All	All	UH Police and Telecommunications Department
Capital Equipment	Ledger 5	Over \$500	Office - Sponsored Programs
Repairs and Maintenance	Ledger 5	All	“
Rentals and Leases	Ledger 5	All	“
Service Agreements	Ledger 5	All	“
Purchase of \$100,000 or more	All	\$100,000	President (UHD)