PURCHASE REQUISITION
TTI BUSINESS OFFICE FORM 8309

This procedure explains the proper method for preparing the Purchase Requisition Form and the Justification of Sole Source Purchases Questionnaire (TTI Business Office Form 8309).

Preparing the Purchase Requisition:

Purchase requisitions are prepared by the TTI departments. The following items on the requisition should be completed.

(For location of number keyed instructions, refer to the attached sample form.)

* 1. Leave blank. To be filled in by the Purchasing Department.

2. Number of pages.

3. Leave blank. Requisition number will be assigned by the TTI Business Office.

4. Indicate which fiscal year funds are to be used. Example: 2001-2002.

5. TTI shipping address.

* 6. Leave blank. To be filled in by the Purchasing Department.

** 7. Name and address of vendor to be filled in by the Purchasing Department, except in cases of confirming orders when it may be done by the requisitioning department.

8. Each item ordered should be listed separately and numbered sequentially. (Similar items may be grouped on one requisition; dissimilar items should be on separate requisitions.)
9. The description of the item must be sufficiently complete to enable the Purchasing Department to procure the item to your satisfaction. If specialized equipment is involved, full specifications should be given. This may be done in separate support documents if space on the form is insufficient. The Purchase Requisition Continuation Sheet may also be used. If the order is a Confirmation Order, then type CONFIRMING ORDER - DO NOT DUPLICATE” in this description area.

10. Quantity.

11. Show the basic unit of measure applicable to quantity (e.g., each, qt., case, etc.).

** 12. Show unit price of each item. (Confirmation Order Only)

** 13. Extension of quantity times unit price will calculate automatically. (Confirmation Order Only)

14. Provide the name of the departmental contact that is most familiar with this requisition.

15. Provide the telephone number of the contact person.

* 16 thru 19. Leave blank. To be filled in by the Purchasing Department.

20. For Confirmation Orders only. The grand total will calculate automatically. If a discount is involved, this should be shown as a separate calculation above and the net total will be shown here.
21. GL account number corresponding to the SL/SA account to be charged.

22. SL/SA account number to be charged. List all paying accounts by number and show the appropriate amount from each account in the shaded “AMOUNT” block. Do not fill in the shaded block if only one account will be used.

23. Expending program code (not home program code).

24. To be completed by TTI Business Office.

25. Budget code “3” is to be used for all services and expendable supplies. Code “4” is to be used for all items of capital equipment.

26. Leave blank. TTI Business Office will complete.

27. Mark “Yes” or “No” on whether this is a Confirmation Order. (Hint: Click your mouse button on the “Yes” or “No” block to insert a check mark.)

28. The most accurate estimate the requisitioning department can make of the cost of this order. (This figure will be used as a guide by the Purchasing Department. The Purchasing Department will inform the requisitioning department if quotations exceed estimated cost by a significant amount. It will also be used as the amount to be encumbered by the TTI Business Office.)

29. Any reliable source known to the requisitioner should be listed here.

30. Date by which goods or services requisitioned are required for use.

** 31. Names of sources and persons contacted for bids. (Confirmation Order Only)

** 32. Specific reason must be given here if the low bidder has not been awarded the order. It may be left blank if the low bidder is given the order.

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** 33 & 34. Both of these questions must be answered if conditions outlined apply to the order. Otherwise, leave blank.

35. Person responsible for purchase should initial in ink.

36. Signature in ink of person with signature authority on SL/SA being charged.

* 37. To be signed by the Director of Purchasing or a member of the Purchasing Department to whom he has delegated purchasing authority.

** NOTE:  
* Items 1, 6, 16, 17, 18, 19 and 37 – Purchasing only.

** Items 7, 12, 13, 31, 32, 33 and 34 – To be filled in by Purchasing except on Confirmation Emergency Purchases.

** Preparing the Justification of Sole Source Purchases Questionnaire:**

If specifications restrict the purchase of goods or services to only one source, then the requisitioning department must complete a Sole Source Purchases Questionnaire to accompany the Purchase Requisition. The following items on the questionnaire should be completed.

A&M Requisition # – Assigned by TTI Business Office.

Questions 1 through 6 – Requisitioning department should complete.

Name, Signature and Phone Number – Should be the departmental contact that is most familiar with the requisition.