

	<b>PURCHASING DEPARTMENT</b>  <b>FREDONIA</b> <b>STATE UNIVERSITY OF NEW YORK</b>	GUIDELINE NO: 102
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		ORIGINAL: January 2003 LAST REVISED: February 2020 REVISION DATE: May 2022
<b>TITLE: Requisition Processing</b> Required documentation for paper requisitions		

## I. Purpose

The purpose of this guideline is to define what documentation is required for submitting paper requisitions that are used for a journal transfer or employee reimbursement so that requisitions are processed in a timely manner. All other procurements are transacted via FredMart.

## II. Procedure

- Submit a typed original requisition form complete with account number and original authorized signature.
- Describe the item(s) needed in as much detail as possible. Include catalog number(s), size or color specifications and unit quantities (Each, Dozen, Box, Carton – see Guideline 104 abbreviations) or what the requestor is being reimbursed for.
- Accompany the requisition with all supporting documentation such as written quotations for journal transfers or receipts for employee reimbursements. Any correspondence, conversations or understandings of any kind relevant to the requisition should be attached to the back of the requisition. The employee’s “N number” must be clearly written on the requisition or it will be returned.