WALTON COUNTY BOARD OF COUNTY COMMISSIONERS

Office of Central Purchasing   **Procedure No: PP-005**

Title: Purchasing Requisition Procedure

Effective Date: March 25, 2008
Revised Date: May 26, 2015

I.   Purpose:

To establish guidelines for the completion and timely processing of purchase order requisitions. The authorized requisition assures that a source of funding has been identified prior to the initiation of the purchasing cycle.

II.   Scope:

NOTE: THE COUNTY IS IN THE PROCESS OF IMPLEMENTING ON-LINE-REQUISITIONS. ONCE THIS PROCESS HAS BEEN IMPLEMENTED WITHIN THE COUNTY, THERE WILL BE AN AMENDMENT TO THE PURCHASE REQUISITION PROCEDURE.

General:

A. ,,Following are detailed procedures to be followed when implementing a request for the purchase of equipment, materials, services, supplies, etc. The requesting department shall enter a requisition in the Naviline system.

B. ,,The purchase requisition form is designed to contain all necessary information and signatures relevant to the procurement process within the County. The processing of the purchase requisition by the Purchasing Agent serves to create the formal purchase order, which is the contractual commitment between the supplier and the County.

C. ,,Goods and services shall be requisitioned and ordered on a purchase requisition form, with the exception of those purchases made by direct payment voucher. The requesting departments are to complete all areas of the requisition. Failure to complete all required fields on the requisition will cause a delay in the order.

All goods and services that are to be procured shall have a requisition entered in the Naviline system.

D. ,,Exceptions- There can be exceptions, the following are examples:

   1. ,,Emergency situations that happen after business hours.

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2. [1] Situation which creates an impairment to public health, welfare & safety.

   Please notify the Purchasing Department of the situation, so we can advise the Finance Department that this bill may be paid by invoice.

E. [1] <u>Funding-</u> Departments will determine that they have adequate funds to sustain the cost of any services or items they may requisition. Requisitions not having sufficient funding will come up as "Insufficient Funds". You will need to contact the OMB to make arrangements to do a budget transfer in order for your requisition to be processed. Failure to do so will result in your requisition being returned to you, not processed.

F. [1] <u>Incomplete Requisitions</u> – The Office of Central Purchasing will return any purchase requisition that is incomplete.

G. [1] <u>Requisition Quotation Sheet</u> – The Purchasing Agent/Buyer responsible for the procurement will document responses from multiple sources for the bids, proposals, and/or quotations on the Requisition Quotation Sheet.

H. [1] <u>Requisitioned Instructions for Completing Requisitions-</u> Departments are requested to use courier mail in lieu of faxing **routine** requisitions. Courier mail provides timely delivery and will help the Office of Central Purchasing reduce confusion over receiving a faxed purchase request and some days later receiving the same request in the courier mail. Requisitions with backup attachments must be received in one package to assure accuracy, timely processing, and eliminate duplication. In those cases where departments have an **EMERGENCY REQUISITION,** please call the appropriate Purchasing Agent or Buyer, fax the requisition to 850- 892-8145 with all related backup and then send the original to the Purchasing Agent or Buyer, via mail courier with a note that it was faxed previously.

III. Instructions for Completing Requisitions:

The requisition may be tracked using the requisition number. Always be specific in defining the estimated date required for delivery of requested materials. Avoid the term ASAP (as soon as possible). This will assist the Purchasing Agent/Buyer in determining priorities regarding delivery requirements. Always allow as much lead-time as practical by scheduling your needs as far as possible in advance. This allows the Office of Central Purchasing adequate time to receive competitive bids and to purchase required materials/items in the best and most efficient manner for the County.

A. [1] <u>Date:</u> The date the purchasing requisition was prepared.

B. [1] <u>Delivery Date Desired:</u> Specific date goods or services requested are needed.

C. [1] <u>Department</u> – Enter the department name.

D. [1] <u>Deliver to</u> – All deliveries will be shipped directly to Central Purchasing unless it is deemed necessary to be shipped to the work site, such as road projects.

E. [1] <u>Purpose/Justification</u> – Enter purpose for which material and services are requested.

F. ¿ <u>Suggested Vendor</u> – The requestor's suggested or known source or vendor.

G. ¿<u>Quantity</u> – Insert the number of items required.

H. ¿<u>Unit</u> – Unit of purchase; the specific quantity and unit of measure

I. ¿ <u>Item (Description)</u> – Give a clear and specific description of the item desired. Include such information as the size, color, type, grade, part number, model number, etc. **Do not generalize!**

J. ¿ <u>Name</u> – Name of individual to be contacted concerning the requisition for goods and services.

K. ¿<u>Phone Number</u> – Phone number of individual to be contacted concerning the requisition for goods and services.

L. ¿ <u>Signature Requestor</u> – Signature of individual submitting the requisition for goods and services.

M. <u>Signature- Department/Division Head</u> – Signature of individual authorized to approve the expenditure of funds.

IV. **Instructions for on-line requisitions:**

The County has implemented an On-Line requisition which is available to all departments that the County purchases goods and services for with the exception of the Assistant State Attorney's Office.

A. Processing requisitions:

1. On the Purchasing/Inventory Main Menu, select Purchasing/Receiving Menu. Then select Requisition Entry.

2. ¿ Use the "add" function.

3. ¿ In the "Reason" field, indicate why the requested items are needed.

4. ¿ In the "By" field, type the name of person who is requesting the items.

5. ¿ In the "Date" field, put date that item is needed.

6. ¿ In the "Vendor" field, type the vendor name, if you don't know the entire vendor name, you can type part of the name and indicate "Begins or Contains" in the "Search Type" field. This is important, due to the fact we have several vendors with different locations. You need to make sure you use the correct vendor name and number.
NOTE: If you don't know the name of the vendor to use, type in UNKNOWN. Or if this is a new vendor, type in UNKNOWN and in the comment section, give the vendors name, address, phone and fax numbers to be added as a new vendor.

7. In the "Ship to" field, this should always be CP for Central Purchasing.

All items will be shipped to Central Purchasing warehouse. On occasion items will be shipped directly to the department.

8. *f* Item description-be very specific and give as much information as *f* possible, such as item number, size, color, etc.

9. *f* Commodity – if you don't know the commodity, click on the arrow and It will bring up the commodity description screen. Type in your description, such as paper. Then right click on the commodity that best fits your needs.

10. Sub-Commodity – once you've entered your commodity, you need to have Enter a sub-commodity. Such as "paper", sub commodity would be "legal, or perhaps "copier". Click on the one that best meets your needs.

11. Unit of Measure – If you don't know the unit of measure such as "each or box" click on the arrow, and choose the one the best meets your needs.

12. Quantity – This is the amount of item needed.

13. Unit Cost – If you don't know the exact dollar amount, enter $1.00 and once the requisition is processed; the buyers will enter the correct dollar amount.

14. Account Number – Account number to be charged.

15. Project – leave blank unless you have a project name.

16. Once all information has been entered, the system will take the requisition through an account balance inquiry to ensure funds are available. If funds are not available; the system will put the requisition in, but will show a message of "insufficient funds", which at this time, you will need to contact OMB.

B. Approval of Requisitions:

1. All requisitions up to $5000 are to be approved by the Department Head of the requesting department.

2. All requisitions over $5000 up to $15,000 are to be approved by the Division Director.

3. All requisitions $15,000 and over are routed through the office of OMB to ensure that funds have been allocated for these purchases.

4. All requisitions over $50,000 are to be approved by the County Administration Office.

V. Instructions for ordering Inventory Items on-line.

A. Processing requisitions:

1. Go to Issuing/Allocations Menu.

2. Click on stock requisition entry.

3. Click on "Add" stock requisition.

4. Requisition by – enter name or department requesting items.

5. Requisition date - should be today's date.

6. Deliver by – date that items are needed by.

7. Reason - the need for item requested, such as short on copy paper.

8. Ship to – department's location of where items are to be delivered.

9. Expense account – the account number the item is to be charged to.

10. Commodity – if you don't know the commodity, type in a brief description of item needed and this will bring up the stock requisition maintenance screen, which will allow you to choose commodity for item requested.

11. Sub-commodity – once you have determined the correct commodity, the system will list the sub-commodity automatically.

12. Once you've listed all items requested, the system will go through the account balance inquiry to ensure that funds are available. If funds are not available then requisition will not go through.

13. Once items have been entered and approved, they will be pulled from The warehouse and delivered by courier within one to two days.

VI. Requisition for Special or Grant Projects

A. Special Projects and/or Grant Projects will require the requesting Department to complete a Purchase Requisition and forward to Administration for the assignment of the correct account number and for approval.