Use:

To request the purchase of goods or services.

Purchasing Office will utilize this form to enter the information into AIS. Once the department has online access for the entry of purchase requisitions, department representatives will enter this receipt information directly into AIS.

Access:

Access the Purchase Requisition form via the AIS eforms.

Instructions:

Header Information

Fiscal Year – the fiscal year in which the item(s)/service(s) will be purchased (i.e. 2018)

Preparer Name – name of the individual completing the form.

Requestor Name – name of individual for whom the purchase is actually being made.

Delivery Site – building name and room number for product delivery by Central Receiving staff.

Distributions Information –

Budget Purpose – account to be charged. If multiple accounts will be used for the requisition, complete page 4.

Lines Information –

If more than 5 items are being requested, additional lines are provided on page 3.

Line item #, Quantity, Unit of Measure, and Unit Price must be completed for the Price Extension and Requisition Total to calculate correctly.

Recommended Supplier –

An answer to the question ‘Is this supplier an SIU employee or SIU employee family member?’ must be provided.

All fields for Name and Address are required. The AIS supplier number can be found using the AIS Vendor Search. If the recommended vendor is not in the system, submit a New/Change Supplier Form and W-9 with the purchase requisition.

If available, provide a contact person name and email address. This will be used by Purchasing buyer when emailing out the purchase order.
Special Notes –

If a similar purchase order has been done previously, provide that PO number in the ‘If renewal, previous purchase orders no.’ field.

If purchase involves a trade-in of equipment tagged by property control, an Inventory/Equipment Change of Status Form must accompany the purchase requisition.

**Approvals:**

Account Fiscal Officer – Required for all budget purpose (accounts) involved.

Propriety – Requires signature from the Office of Research and Projects if using a grant account (76xxxx).

Vice Chancellor/Provost – reference guidelines from the appropriate VC/Provost office

Purchasing/Chancellor/President – obtained when appropriate by Purchasing staff

**Questions:**

Contact Purchasing Department, 618-650-3255

**Routing:**

Submit completed requisition with appropriate signatures and supporting documents to Purchasing Department, Campus Box 1012