Proposed Policy Number and Title: 244 Requisitions and Purchase Orders

Existing Policy Number and Title:

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<th>Approval Process*</th>
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Anticipated Expiration Date:

*See UVU Policy #101 Policy Governing Policies for process details.

Draft Number and Date: Stage 4

President's Council Sponsor: Val Peterson Ext. 8424

Policy Steward: Ryan Lindstrom Ext. 8303

POLICY APPROVAL PROCESS DATES

Policy Drafting and Revision
Entrance Date: 09/20/2012

University Entities Review
Entrance Date: 03/28/2013

University Community Review
Entrance Date: 05/09/2013
Open Feedback: 05/09/2013
Close Feedback: 05/30/2013

Board of Trustees Review
Entrance Date: 05/30/2013
Approval Date: 

POST APPROVAL PROCESS
Verify:
□ Policy Number
□ Section
□ Title
□ BOT approval
□ Approval date
□ Effective date
□ Proper format of Policy Manual posting
□ TOPS Pipeline and Archives update

Policy Office personnel who verified and posted this policy to the University Policy Manual
Name: ____________________________
Date posted and verified: MM/DD/YYYY
1.0 PURPOSE

1.1 This policy outlines requirements and instructions for preparing and processing requisitions.

2.0 REFERENCES

2.1 UVU Policy 241 University Procurement

3.0 DEFINITIONS

3.1 Requisition: A form used to initiate the procurement of goods, services, or construction by Procurement Services.

3.2 Purchase Order: A legal and binding written contractual document serving as a formal order for the goods and/or services listed thereon and setting forth all applicable terms and conditions. A change order amends the original purchase order.

4.0 POLICY

4.1 Procurement Services establishes procedures and requirements for processing purchase requisitions and purchase orders. Procurement Services also works to ensure that all orders are compliant with University policy and state and federal codes.

4.2 A requisition must be submitted to initiate the procurement of goods, services, or construction by Procurement Services. Exceptions are specified in Section 4.3.

4.3 Goods or services not requiring a requisition include, but are not limited to:

1) Purchases made in accordance with the small-dollar purchase guidelines established by Procurement Services that do not utilize the requisition process;

2) Salaries and wages;

3) Travel;

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4) University departments that utilize direct billing (such as Dining Services, Printing Service, Facilities, Fleet Services, or other campus departments).

5) Purchases funded for furniture, fixtures and equipment by the Utah Division of Facilities Construction and Management.

4.4 University operating units authorized to engage in direct procurement without going through Procurement Services are listed in Policy 241 University Procurement.

5.0 PROCEDURES

5.1 University departments must create and approve a requisition before a purchase order can be created. Requisitions are not purchase orders and shall not be used or represented as such.

5.2 When entering requisitions, University departments shall follow the requisition guidelines provided by Procurement Services.

5.3 A purchase order must be completed and approved by Procurement Services before an order is placed. (see University Policy 241, Section 5.3) Exceptions are listed in section 4.3.

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June 11, 2013