

Purchase Requisition

Lewis & Clark College-Office of Business & Finance

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LC purchasing is generally completed by payment via Purchase Card or through an invoice submit to Accounts Payable. A Purchase Requisition is required when a vendor requests a Purchase Order to initiate a purchase or for externally-funded purchases that total \$10,000 or more. A Purchase Order will be issued within five business days. Departments are responsible for ensuring they have adequate budget prior to submission of the Purchase Requisition.

Department _____ Email _____
Requested by _____ MSC _____ Date PO Needed _____
Expense Budget Code _____ Capital Budget Code _____
(XXX-XX-XXXX) (if applicable)

If the items purchased are to be allocated to multiple budget codes please provide detailed instructions:

Budget Manager Signature _____ Date _____

Vendor Name _____ Vendor Address _____

W-9 Attached yes no

Please attach a detailed vendor quote including a description of the items ordered, quantity and pricing. A Purchase Requisition will be issued to match the quote. If any deviation is necessary please provide specific instructions:

Quote/Purchase Total (\$)

If your purchase will be funded by an external source, you must complete the remainder of this form:

External Funding Source _____

Sponsor is _____

I confirm the requested purchase has been approved by the funding agency, either by inclusion in the proposal budget or other subsequent documentation.

I confirm the purchase is allowable, allocable and reasonable.

If the sponsor is Federal or Federal pass-through and the purchase total is \$10,000 or more, initial to confirm the following statements are true:

[\(see Grant Handbook section 3 c Procurement Rules and Thresholds for more information\)](#)

The selected vendor is not debarred or suspended; proof of active SAM registration (sam.gov) is attached.

The purchase price is fair based on my research of available options.

I obtained the appropriate number of competitive cost estimates/quotations and they are attached. Please provide a justification and basis for vendor selection:

The vendor or contractor is the only source for the item(s) or service(s) being purchased and a Sole Source Request Form is attached in lieu of competitive cost estimates.

Approvals required when the funder is external:

Primary Investigator Signature _____ Date _____
Grant Administrator Signature** _____ Date _____

** Upon signature the Grant Administrator confirms that they have reviewed all required supporting documentation referenced herein and have maintained copies on file for audit.

For Business Office Use Only:

Purchases over \$50,000 require two BO signatures, purchases over \$250,000 require one BO signature and one Administrative signature.

Business Office Signature _____ Business Office / Administrative Signature _____

Requisition entered by: _____ Date entered: _____

Requisition #: _____ Purchase Order #: _____

PO sent to requester via:

email _____ campus mail _____