Do I need a quote?

What type of requisition?

- **Tejas Punchout**
  - 3 or fewer computer setups (up to 6 monitors and 3 laptops/desktop computers) → **No quote required**
  - 4 or more computer setups (up to 7 monitors and 4 laptops/desktop computers) → **Quote required**
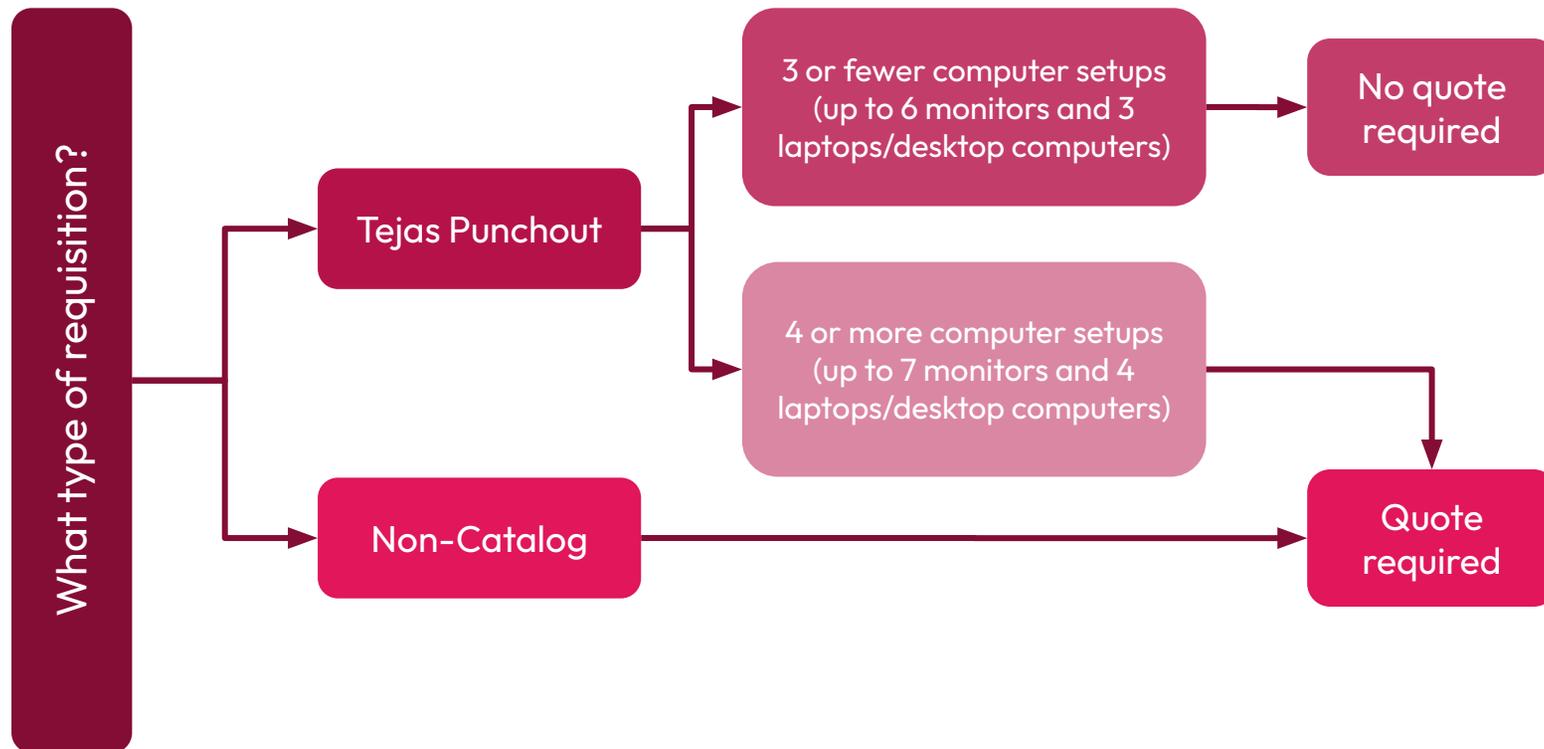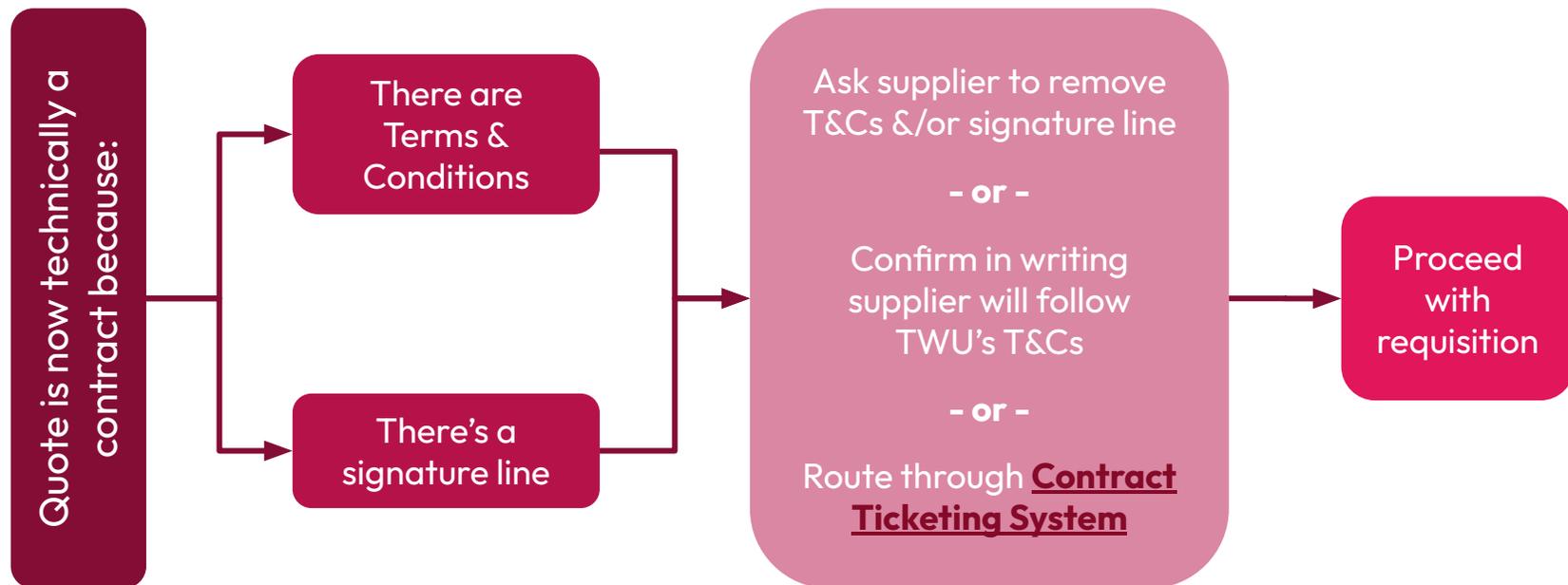- **Non-Catalog** → **Quote required**

How to create purchasing requisitions: Follow the guides under the Purchasing dropdown.

The correct purchasing methods: Follow TWU's Purchasing Thresholds.

Purchase Requisition Checklist
What needs to be on the quote?

- ☐ **Current Timeframe:** The quote doesn't expire in the next 30 days

- ☐ **Matching Supplier Name:** The supplier name on the quote matches the supplier name in Oracle Cloud.
  - ◆ *If the supplier isn't in Oracle, send them to our Supplier Registration page to get set up*

- ☐ **Co-Op Info:** The cooperative contract number is referenced (if applicable)

- ☐ **No Signature Line:** If there are terms & conditions &/or a signature line on the quote, follow the diagram below:

Quote is now technically a contract because:

→ There are Terms & Conditions

→ There's a signature line

→ Ask supplier to remove T&Cs &/or signature line

- **or** -

Confirm in writing supplier will follow TWU's T&Cs

- **or** -

Route through **Contract Ticketing System**

→ Proceed with requisition

PROCUREMENT & CONTRACT SERVICES
TEXAS WOMAN'S UNIVERSITY

Purchase Requisition Checklist
What do I need for this specific requisition?

Is this for a **TWU contract**? → Add the **TWU contract number** in the **requisition description**

Is this **changing an existing PO**?
(also known as a purchase order change notice, or POCN) → Add the **original PO number** in the **requisition description**

If the PO is **increased by more than 10%** → POCN - Change Form - 10% Justification

Is this for **memberships or dues**? → Membership and Dues Approval Form

Is this a **sole source** purchase?
(Only one available vendor) → Sole Source Justification Form

Is this a **food** purchase?
(Not for lab/classroom research/animals) → Food Purchase Justification Form

Were goods/services received **before** a PO was issued? → Non-conforming Purchase Justification Form

Is this a **software** purchase or is an **ITS exemption** needed? → Submit an IT Solutions Risk Assessment ticket

Is this an **emergency** purchase due to weather or facility issues? → Emergency Purchase Justification Form

Is this purchase for **animals**? → Written approval from the TWU IACUC

Is this **furniture**, or anything that **attaches to the wall or ceiling**? → Project Information Form (PIF) or written approval from TWUProjects@twu.edu.

Is this an **ATV, golf cart** or **vehicle**? → Written approval from FMC - email dhoebee@twu.edu

See **Special Procurements** for a complete list