



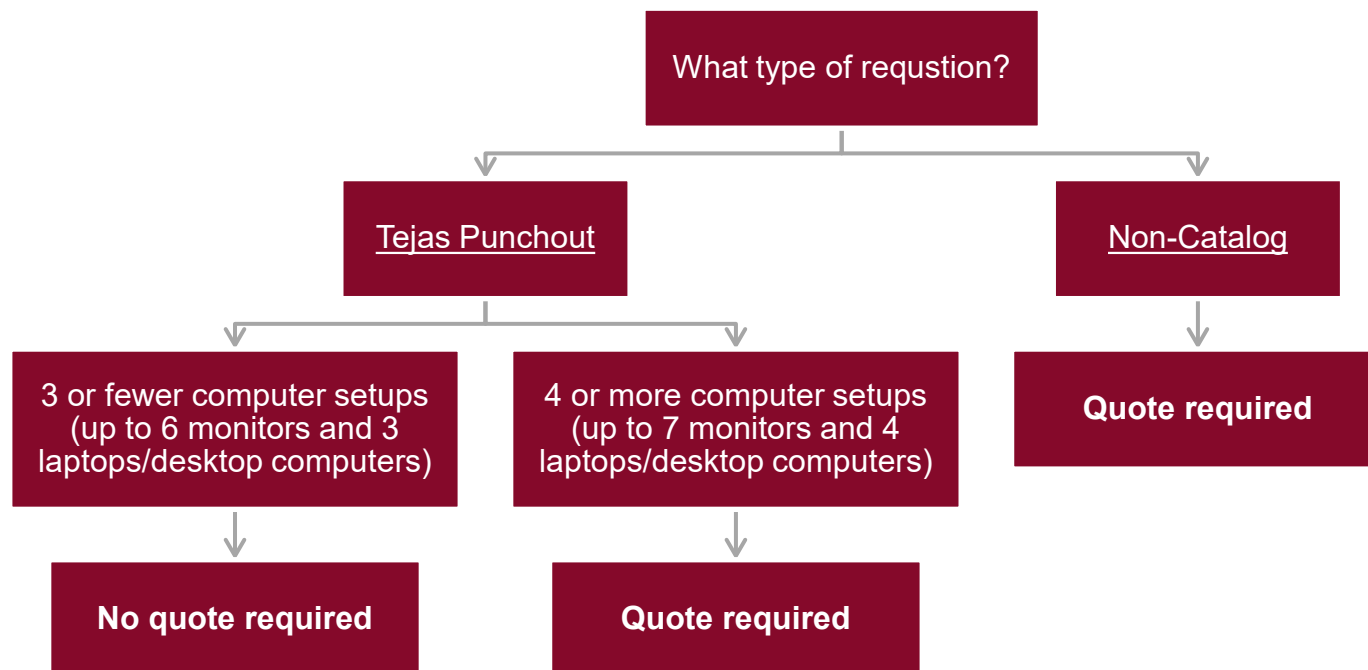
Purchase Requisition Checklist

Purchase Requisitions in Oracle Cloud

How is a purchase requisition created in Oracle Cloud?	Follow the guides under the PURCHASING dropdown
What are the correct purchasing methods?	Follow TWU's purchasing thresholds
Is the requisition for a TWU contract?	Add the TWU contract number in the requisition description
Is the requisition changing an existing PO? (also known as a purchase order change notice (POCN))	Add the original PO number in the requisition description
Is the supplier set up in Oracle Cloud?	If not, the supplier can create their profile

Quotes

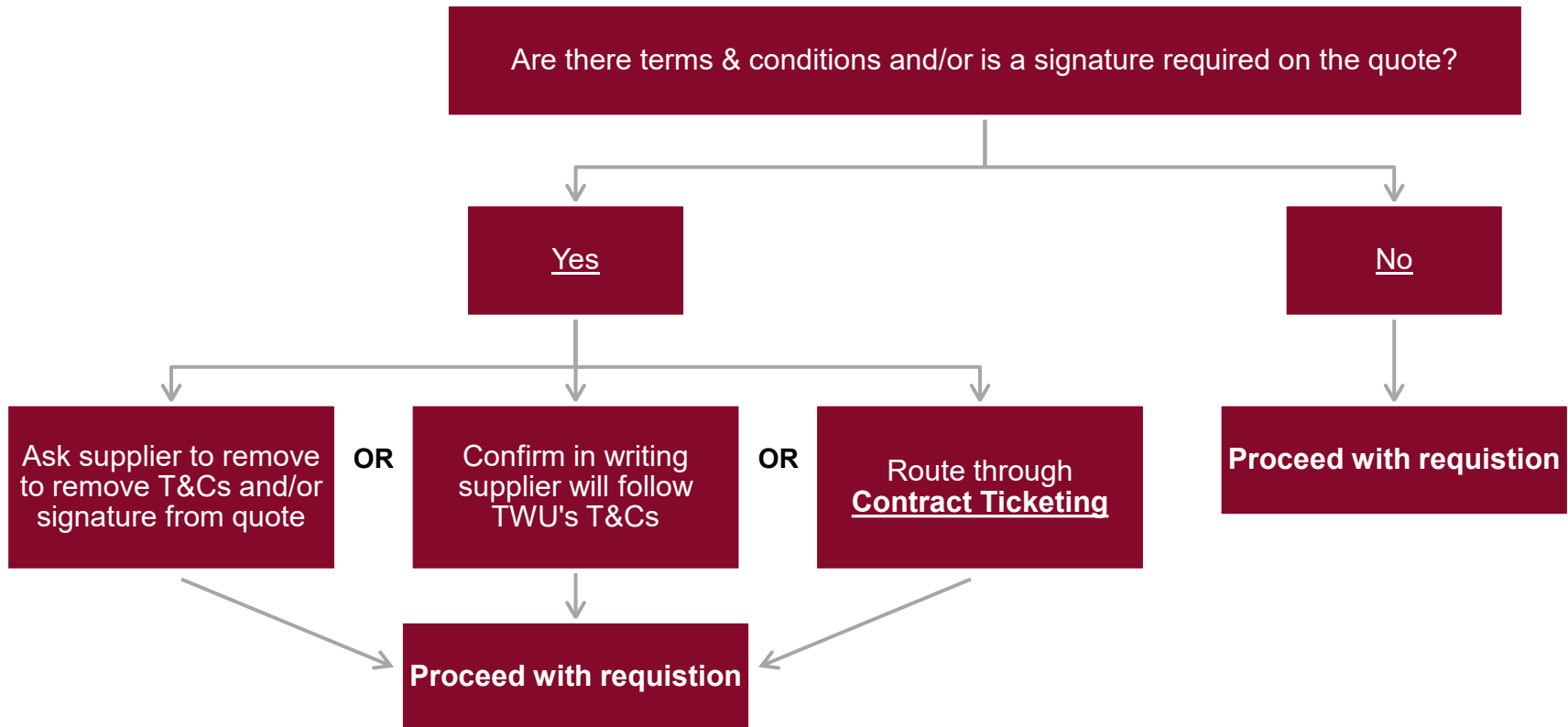
Do I need a quote?















What is required for a quote?

- Current timeframe (doesn't expire in next 30 days)
- Matching supplier name in Oracle Cloud and on quote
- Cooperative contract number (if applicable)





Other Required Attachments

PURCHASE TYPE	REQUIRED ATTACHMENT
 Is this increasing a current PO or contract by more than 10%?	<u>POCN - Change Form - 10% Justification</u>
 Is this for membership or dues?	<u>Membership and Dues Approval Form</u>
 Is this a sole source purchase (only one available vendor)?	<u>Sole Source Justification</u>
 Is this a food purchase (not for lab/classroom research/animals)?	<u>Food Purchase Justification</u>
 Were goods/services received before a PO was issued?	<u>Non-conforming Purchase Justification</u>
 Is this a software purchase or is an ITS exemption needed?	<u>IT Solutions Risk Assessment</u>
 Is this an emergency purchase due to weather or facility issues?	<u>Emergency Purchase Justification</u>
 Is this purchase for animals?	<u>Written approval from the IACUC</u>
 Is this furniture or anything that attaches to the wall or ceiling?	<u>PIF</u> or written approval from <u>twuprojects@twu.edu</u>
 Is this a(n) ATV, golf cart or vehicle?	Written approval from FMC - email <u>Christina Williams</u>

Please see [Special Procurements](#) for a complete list!