

## Helpful Hints on Purchasing Requisition and PO Amendment Requirements

Purchasing needs several things to successfully and efficiently process your Banner Requisition or Amendment (COR). The following is a summary of reminders pertaining to preparation of your Req or COR, and things that are frequently requested by Purchasing after a Req or COR has been submitted in Banner

### 1. Line Item Detail

Each item on your quote or that you wish to order must be placed on a separate Commodity Line in Banner. Your requisition or amendment must contain a detailed description of your item(s) or services, so it is clear what we are buying on your behalf.

- A. **Supply or Equipment orders** should contain a separate line for each item as noted above. Type as much information as possible on the description line, including part numbers. **Always** override the generic description (i.e. "os" = office supplies) that defaults to your requisition. This includes items added to an order via an COR.
- B. **Service or Maintenance orders or Contracted Services** should be submitted on 1 line only, and should have a complete description of the service in Commodity text. The Banner Quantity field should contain the total dollar value, and the Banner Unit Price field should be listed as \$1.00.

#### Please Note:

- Do not enter any lines into Banner with a zero (0) dollar amount. Items that are provided at no charge should be listed in Item Text.

### 2. Informational Text

Your requisition or amendment must contain a detailed description of your item(s) or services, so it is clear what we are buying on your behalf. Detailed Descriptions appear as either Document or Item text as described below:

- A. **Document Text** serves as an introduction to the order and should also contain any notes to Purchasing. Things that go here include:
  - Vendor Quote numbers
  - Vendor addresses (phone and fax included) for new Vendors
  - Previous PO Numbers
  - Special Handling Instructions
  - Amendment statements for CORs
- B. **Item Text** should contain the detailed description of what the item is, and should follow each item on your order. Things that go here (if they don't fit on the commodity line item description) include:
  - Manufacturer's part or item numbers
  - Detailed Specifications
  - Special Shipping Instructions
  - University Contact Information

Your online copy of a previously imaged Purchase Order (*if PO is dated 1-31-2008 or later*) will show how this looks. This can be seen by clicking on the PO number on FOIDOCH and using WebExtender to review it.

#### Please Note:

- Purchasing will not be able to process orders to new Vendors until a complete Vendor Set-up request and W-9 or W-8 are submitted to the Buyer from the Vendor. See [New Vendor Request](#) for complete information.

### 3. Document / Commodity Accounting

Two types of accounting are available in Banner; Document level and Commodity level

- A. Document level accounting is the Banner default and is used when the PO is below \$20,000 (including any anticipated increases via Amendment), and only one Banner Account is to be charged (i.e. supplies 72161).
- B. Commodity level accounting is to be used when multiple Banner Accounts apply to the items (i.e. both a capital asset 711 and maintenance payment 721f1), and is also to be used when the Requisition exceeds \$20,000 or is anticipated to be increased above that level in the future.

### 4. Support Documentation

Support documentation should be faxed to Purchasing to its dedicated fax number 577-3360 or e-mailed to Purchasing's dedicated e-mail address [purchasingdocs@wayne.edu](mailto:purchasingdocs@wayne.edu), or delivered in hard copy to 4200 AAB. Be sure to write the Req number and/or PO number for CORs on the first page of your support documentation. Support documentation must be legible or a new copy will be required. Remember, if you can't read it, neither can we nor the Office of General Counsel.

Support documentation is required for nearly all orders submitted to Purchasing to ensure we accurately process your order. This information ensures that the order or amendment we complete matches information provided by your recommended Vendor. This information must also be on file for subsequent review by any outside sources, such as internal auditors, the board of governors, Freedom of Information (FOIA) requests, etc. .

#### **Please Note:**

- Quotes must not be expired or a new quote will be required to process the order, which may delay your order.
- Contracts must be for the upcoming period corresponding to the Requisition. Purchasing does not process Purchase Orders for services already completed (after the fact).

#### A. Types of support documentation we seek include:

1. The Vendor's Quote or price list from which the Requisition is based. This can include e-mails if pricing was provided informally. Copies of web pages may be acceptable if this was your pricing and product information source.
2. Vendor order forms or flyers.
3. Other competing quotations received for this item, if you or your customer/researcher obtained multiple quotes.
4. Complete Contracts, Sales Agreements, License Agreements for Software, Maintenance Agreements, Service Agreements, Rental or Lease Agreements, Banquet Event Orders, etc. The associated terms and conditions must be provided and **must not be signed** by anyone other than the Director of Purchasing or Vice President of Finance.
5. Terms and conditions associated with the order, typically on the back side of a Vendor's quote or order form.
6. Amendments or Addendums to any contract above.
7. Copies of pro-forma invoices.
8. Interim or Final invoices for Amendments.
9. Grant Subcontracts including Budget Sheets
10. Budget Sheets or other approval documentation for salary reimbursement or medical services orders.
11. Requests for Bid Waivers to the Director of Purchasing when based on Scientific Judgment.
12. Approved Bid Waivers signed by the Provost for Personal Service Contracts or consulting services, etc.
13. Approved Food Waiver Requests from McGregor for food on campus exceeding \$125.00.

**Please Note:**

- While copies of “draft requisitions” are appreciated, they do not constitute support documentation.
- Screen prints of Banner Screens are neither necessary nor desired.
- If your order is a continuation of a contract order on file in Purchasing, reference the prior PO **and** contract in your Document text, so we know to look it up in our files.

B. Types of Contracts processed on Purchase Orders include

1. Personal Service Contracts (must include cover sheet)
2. Construction Contracts
3. Student Center Contracts
4. Banquet Event Orders
5. Grant Subcontracts
6. Rental or Lease Agreements
7. Maintenance Agreements
8. Consulting Services Agreements
9. Service Agreements

**5. Lead Times**

- Banner requisition – typically takes from 3 to 5 working days to clear a department
- Routine Purchase Order (not bid) – 2 to 3 working days for Purchasing to process
- Bid process – add 3 working days to the process
- Contract Related Orders
  - Current vendor – add 2 work days for review of contract and comparison to existing contracts
  - New vendor – add 10 work days for Office of General Counsel approval
- Deposits and prepaid orders – add 2 work days to the process
- Printed items (brochures, letterhead, etc) – 10 working days for production