

**Policy Number:** 06.002  
**Policy Type:** Finance  
**Policy Title:** Purchase Requisition  
**Authors:** Finance Department  
**Who Recommends:** CPFC  
**Review Cycle:** As needed  
**Who implements:** Finance Department  
**Policy Location:** Administrative Policy Library  
**Governing body:** College Council  
**Approval Date:** 6/11/2020

## **Purchase Requisition**

### Article I: Introduction

Section 1.1 Scope: This Policy applies to all College employees and any personnel responsible for the acquisition of goods and services for the College unless otherwise exempted in accordance with this Policy.

Section 1.2 Purpose: To assure the procurement of goods and services for the College is efficient and cost-effective.

Section 1.3 Policy Statement: It is the policy of the Antioch College to document authorization for purchases and expenditures utilizing a Purchase Requisition process. Through the Institutional Budgeting process, a budget is established for each department. Once the budget has been approved, each expenditure will require approval through the Purchase Requisition process in accordance with the approved budget line items. The use of any purchasing method for personal purchases is prohibited.

### Article II: Policy Text

#### Section 2.1 Roles & Responsibilities:

1. Requester
  - a. Prepares requisition for goods and services
  - b. Submits requisition into a workflow for required approvals
2. Departmental Authorizer
  - a. Ensure departmental buyers make the best efforts to avoid acquisitions of unnecessary or duplicative items and utilize small or disadvantaged businesses in accordance with institutional values.
  - b. Approve purchases as required and ensure the availability of funds from departmental budgets/grants.

- c. Retain documentation to support transactions in accordance with college policies, business requirements, and/or government regulations.

3. Finance Department

- a. Approve all purchase requisition forms as required.
- b. Implement the college's Purchasing Requisition Policy, including any clarifications and approval of exceptions to the Policy.
- c. Regularly reevaluate vendors for performance, price adherence, and customer satisfaction.
- d. Mediate vendor-customer disputes.

Section 2.2 Purchasing Approval Thresholds: The following thresholds apply to all purchases for Antioch College:

1. Purchases of \$9,999 or less must be approved by the Department Authorizer and Finance Officer
2. Purchases of \$10,000 and above must be approved by the Finance Committee Chair

Section 2.3 Purchase Requisition Requirements: All purchase requisitions will identify the following information.

1. Date of Request and the Date the Funds are Required
2. Total Amount of Funds Required: Ongoing expenses such as janitorial or office supplies may be authorized as an aggregate amount over a period of time.
3. Methods of Payment
  - a. Institutional Credit Card
  - b. Invoice/Expense Reimbursements
  - c. Check in advance
  - d. Petty Cash
4. Project Name and Purpose
5. Department Code, Account Code, and Project Number when required

Section 2.4 Procurement Activities Related to Students: Staff and faculty are responsible to ensure any student assigned purchasing responsibilities adhere to this Policy. Any violation of these requirements may be subject to disciplinary action as outlined in the college's Code of Ethics.

## Article III: Procedures

### Section 3.1 Overview of the Purchasing Requisition Process:

1. The Requester completes the Purchase Requisition form located in the Financial Documents Drive. All activities and expenses associated with a particular event or project can be included in the same requisition form.
2. The Requester submits the Purchase Requisition form to the Departmental Authorizer.
3. The Departmental Authorizer reviews the request and either approves the form and forwards it to the Finance Departments for processing or returns the form to the requester for revision and resubmission.
4. The Finance Department reviews each requisition and will either approve the requisition and send it to the requesting Department Authorizer or the Finance Department will return the requisition to the Departmental Authorizer for revision and resubmission.
5. Once the purchase requisition has been approved, the Finance Department will assign a Purchase Requisition number, log, and retain the purchase request into the Purchasing Binder. The Purchase Requisition binder is reviewed once a month with the month-end close procedures.
6. If payment is required in advance or no invoice will be sent, a completed payment request must accompany the purchase requisition. All payment requests and invoices for approved purchasing should include the assigned requisition number.

Section 3.3 Purchase Requisition Form: Located in the Finance Documents/Resources Shared Google Drive.

## Article IV

Section 4.1 Effective and Revision Dates: This policy will be effective on 07/01/2020.

