

# PURCHASE REQUISITION

## Guidelines and Checklist

### GUIDELINES:

The Purchase Requisition (PR) is not a valid purchasing document. It is used to request a Purchase Order (PO). The PO can only be issued and sent to the vendor by Purchasing. A copy will be provided to the department contact from [RRCC.PurchaseOrders@rrcc.edu](mailto:RRCC.PurchaseOrders@rrcc.edu). Please read this email, as it contains additional instructions.

A PO is required for the following:

- To order goods/services >\$5,000.00
- IT purchases such as computers, printers, software, web-based subscriptions, etc. Must be initiated by Information Technology Services (ITS).
- High risk, special projects or when deemed necessary by Purchasing

If the contractor/vendor is a current or former RRCC, CCCS or another school employee (within this calendar year) – **STOP!** This form cannot be used. Reach out to the Procurement Manager immediately for assistance.

POs are not issued after the fact. If the goods have already been ordered, delivered or the services rendered – **STOP!** A statutory violation may have occurred. Reach out to the Procurement Manager immediately for assistance.

**Personal SERVICES:** additional [forms](#) (W-9, PERA Retiree Questionnaire, & IC Questionnaire) MUST be vetted and submitted **with** the PR.

### CHECKLIST:

- ✓The ORG codes listed have sufficient funds to cover this expenditure.
- ✓A valid quote and/or Statement of Work (SOW) is attached. I have vetted the information provided by the vendor for accuracy and reviewed any terms associated with the purchase.
  - ✓The college does not provide pre-payment unless allowable by State Controller Policy.
  - ✓If the information is outdated or the quote has expired, reach out to the vendor for an updated one.
- ✓I have NOT signed the quote, agreement or any other document.
- ✓I have reviewed the Independent Contractor (IC) paperwork (see above Services).
  - ✓The vendor is not an employee, no conflicts of interest and is not a PERA retiree.
- ✓The vendor section is filled out in its entirety. The contact information and an email address must be provided.
- ✓The department section is filled out in its entirety.
- ✓The second level approver must have signature authority for equal to or greater than the amount of the expense. (Refer to the [Purchasing Guidelines Handbook](#).)
- ✓The PR with all applicable back up is submitted in one complete file to: [RRCC.PurchaseOrders@rrcc.edu](mailto:RRCC.PurchaseOrders@rrcc.edu). Please allow for up to 14 business days to process.

# Red Rocks Community College Purchase Requisition

Estimated Delivery Date for Goods: \_\_\_\_\_

Estimated Start Date for Services: \_\_\_\_\_

Valid Dates (IT software): \_\_\_\_\_

**This document is not a valid purchase order.**

**Please allow 14 business days for processing.**

**Business Services Only**

PO Number: \_\_\_\_\_ Document Code(s): \_\_\_\_\_  
 Price Agreement  Y  N Quote Needed  Y  N  Commodity Level  Document Level  
 W9  Personal Services  Y  N If required, attach  PERA  IC/Service Provider Questionnaire  
 Insurance Required  Y  N If yes, on file \_\_\_ or requested \_\_\_  
 HR Review  Y  N If yes, waiver page # \_\_\_ or HR Cert Form attached \_\_\_  
 Grant Review  Federal  State  Private  Other \_\_\_\_\_  
 If Federal =>\$10,000  SAM Search (attached)  Special Provisions (include with PO)  
 Authorized Expense and Documentation Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
 Payroll Review \_\_\_\_\_ Date: \_\_\_\_\_ CCCS Employee  Y  N PERA Retiree  Y  N

REQUESTING DEPARTMENT/DELIVERY INFORMATION
Requested By: _____ Ext: _____
Department: _____
Project: _____
Deliver To Name: _____
Location: <input type="checkbox"/> Lakewood <input type="checkbox"/> Arvada <input type="checkbox"/> Other _____

VENDOR INFORMATION
Name: _____
Address: _____
City: _____ St: _____ Zip: _____
Phone: _____ Contact Person: _____
Email (required): _____

**PROCUREMENT METHOD:**  Discretionary  Price Agreement # \_\_\_\_\_  Bid  Other \_\_\_\_\_

Organization Code No. 1	Dollar Amount	Organization Code No. 2	Dollar Amount
	\$		\$
Organization Code No. 3	Dollar Amount	Organization Code No. 4	Dollar Amount
	\$		\$

COMMODITY CODE <i>Purchasing Only</i>	LINE ITEM	QUAN.	UNIT	DESCRIPTION <small>Goods: item, model no., part, color, size, Services: include complete statement of work - i.e. when, where, deliverables, start date, completion date, etc.</small>	PRICE PER UNIT	TOTAL PRICE
						\$ 0.00
						\$ 0.00
						\$ 0.00
						\$ 0.00
						\$ 0.00
						\$ 0.00
						\$ 0.00
						\$ 0.00
						\$ 0.00
						\$ 0.00
						\$ 0.00
<b>TOTAL</b>						<b>\$ 0.00</b>

**PRODUCT LOCATION (physical location):** East End  West End  Room # \_\_\_\_\_ General Department Location \_\_\_\_\_

**With my signature below,** I certify there are sufficient funds in the org budget to cover this purchase request and this expense is for official college business only.

\_\_\_\_\_  
First Level/Requester Approval PRINT

\_\_\_\_\_  
First Level/Requester Approval Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Second Level Approval PRINT

\_\_\_\_\_  
Second Level Approval Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Information Technology Services Approval PRINT

\_\_\_\_\_  
Information Technology Services Approval Signature

\_\_\_\_\_  
Date