

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. 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 - ✓If the information is outdated or the quote has expired, reach out to the vendor for an updated one.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. 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: Lakewood Arvada 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
TOTAL						

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