

Requisitions & Purchase Orders

The requisition and purchase order process is used for all non-MarketPlace purchases totaling \$5,000 or more. Completion of the Requisition Form will assist the DELTA Business Office in submitting your order completely and accurately.

1) Selecting the Vendor:

- a) The University currently has [Convenience Contracts](#) with many vendors for specific items such as [Audio Visual](#), [Promotional Items](#) and [Transcription/Captioning Services](#). In addition, the State of NC has [Statewide IT Contracts](#) and [Term Contracts](#) with many vendors. Use of any of these vendors will require only limited review, no additional forms, and no bid process for the order.
- b) If the vendor is a MarketPlace vendor, you will be required to place the order through MarketPlace. This ensures that the University is receiving the best possible pricing for the items.
- c) If you have a preferred vendor that does not meet any of the criteria above, you will need to complete a Sole Source Justification to submit with your requisition. Please refer to the purchasing department [instructions](#) for guidance on completion of the justification.
- d) If you do not have a specific vendor designated, the requisition will be submitted for Best Source. The purchasing department will then begin the bid process in order to procure the best possible pricing for your needs. When using Best Source, please be sure all requirements and specifications (i.e. specific brand, etc.) are clear so that Purchasing can ensure the proper items are quoted and ordered. You will be provided the quotes from various vendors to review. Once a vendor is selected and approved, the purchasing department will initiate the Purchase Order. The process may take 4-6 weeks.

2) Submitting the Requisition Form:

- a) Complete the [Requisition Form](#) and submit to the MCE&CE Finance and Business Office.
- b) If you do not have a specific vendor, select Best Source so that Purchasing can get quotes for the order.
- c) Be sure to indicate whether the vendor has a Convenience Contract, Statewide IT Contract, or Term Contract, or if the vendor is a [Sole Source](#).

Questions? Contact the McKimmon Finance and Business Office at mckimmonaccounting@ncsu.edu