



TECHNICAL COLLEGE  
OF THE LOWCOUNTRY

**INSTITUTIONAL PURCHASE REQUISITION FOR SUPPLIES/SERVICES**

An on-line institutional purchase requisition form, attached, is to be used for requesting expendable supplies or services.

A copy of the requisition should be retained by the requester. Examples of supplies or services are: instructional and office supplies, maintenance and repair services, air fares, membership fees, registration fees, etc.

The purchase requisition is the most important form of communication between the various departments and the Procurement Department. This document notifies the Procurement Department that a department desires a specific commodity or service. Since the purchase requisition is normally the only document submitted, it must contain specific and complete details of the commodity or service desired and any back up materials needed for the purchase.

The following information should be furnished when submitting a purchase requisition:

- A. Date: Enter the date on which the requisition is prepared.
- B. Budget to be charged: Enter the account code and object code from the department or program budget.
- C. Department: Enter the department or program name.
- D. Special Instructions: When applicable, the requester must enter any specific instructions regarding the processing of the requisition. For instance, if there is a need to pick up the items listed, please indicate. If there is a required mailing or delivery date, please indicate. Avoid "ASAP", "Immediately", or "Rush". If the Procurement Department cannot meet a requested delivery date, the requester will be informed and an alternate course of action will be taken.
- E. Quantity: For each item, enter the amount required and list units such as box, dozen or each, etc.
- F. Description: The description should be specific and complete so that the commodity or service can be easily identified.
  - 1. Commodity description should include manufacturer, model number, part/order number, color, or size if applicable.
  - 2. Service description should include type of service, machine model number and specific problem.
- G. Unit Cost: Include the actual cost or an estimate of what the item will cost. This information can be obtained from price lists, catalogs or prior purchases. Include South Carolina sales tax on all items. Estimate shipping costs.

- H. Total: Enter the total amount of the item including both its sales tax (if applicable) and freight estimate.
- I. Vendor and Address: Enter complete address including zip code. If vendor is an individual, enter name, social security number, and, if applicable, complete address. Enter FEIN number or Social Security number. Obtain a W-9 form from the vendor if the vendor is new to the College.
- J. Telephone Number: Enter the telephone number of vendor, including area code.
- K. Quoted By: If the prices on the requisition are quotes, enter name of person quoting, quote number and the prices and attach an original copy of the quote.
- L. Originators Signature: the requisition must be signed by the person originating the request for purchase.
- M. Fund Administrator: all requisitions should be signed by the approved Fund Administrator.
- N. Computer Technology Purchases will require additional approval from the IT Director.
- O. Printing Requests will require additional approval from the Public Relations Department.

**Any attachments should be stapled to the requisition.**

Requisitions should be carefully reviewed for accuracy and legibility before being sent to the Procurement Department. Incomplete or inaccurate requisitions may be returned for revisions resulting in an unnecessary delay in the processing of the request. Requisitions processed for computers, software or other related products must be sent to IT for approval, before being sent to the Procurement Office.

The Procurement Department maintains a limited catalog library to assist departments in preparing requisitions. Requisitions are processed no later than three days from receipt of requisition in the purchasing office.



## Technical College of the Lowcountry Purchase Requisition

Date: \_\_\_\_\_

Vendor: \_\_\_\_\_

Dept: \_\_\_\_\_

Address: \_\_\_\_\_

Location:  Beaufort  Hampton  Bluffton

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Quantity	Unit	Complete Item Description (Include Catalog-Part No. / Size as appropriate)	Unit Cost	Total Cost
SALES TAX				
SHIPPING & HANDLING				
TOTAL				

**All printing must be approved by the Public Relations Office.**

**All computer hardware and software purchases must be approved by the IT Department.**

Charge Account: _____
Requestor: _____

Purchasing Department
Purchase Order No. _____
Date: _____

Approvals	
Fund Administrator:	_____
Funds Available:	_____
PR Office:	_____
IT Department:	_____
	Signature Date