



**THE UNIVERSITY OF AKRON**  
 Department of Purchasing  
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## On-Campus Requisitions and Prepaid Order Form Application

### Terms and Conditions of Use

The On Campus Requisition is an internal document only and may be used for goods or services from the following on-campus providers: Campus Bookstore, Computer Solutions, PACS, Dining Services, Telecommunications, PFOC Services, etc., and for employee reimbursements issued through Accounts Payable. The Prepaid Order form provides a more efficient and cost effective method for department to purchase goods and services **off campus**.

The purchase of goods and services is initiated by sending an On Campus Requisition to the department or a Prepaid Order Form to the department of Accounts Payable. These forms are available through the Department of Purchasing web site, <http://www.uakron.edu/busfin/purchasing/ElectronicForms.php>. To avoid mistakes in the purchasing process, please be sure that the information submitted is clear and accurate. All requested information must be completed, including signatures, before Purchasing can act on your requisition. Formal bids will be obtained by the Department of Purchasing if the total dollar value of a requisition is in excess of \$10,000 (the University's mandatory bidding limit for all goods and services). Please allow sufficient time for this process. Should you have any questions concerning the ordering process for a specific item, please contact the purchasing agent responsible for that product or service.

#### How to Use the On Campus Requisition and Prepaid Order Form:

**REMEMBER!** All purchases are initiated with an On Campus Requisition, signed by the authorized individual(s), as determined by the Dean or Department Head. No purchase may be made without an authorized Purchase Order number or approval from a responsible individual, as set forth in the bylaws and regulations of the Board of Trustees of The University of Akron! Please contact the Department of Purchasing when considering a major project or purchase. Contracts covering a wide variety of products are in place. It is possible that one of these contracts may fulfill your requirements. If contracts are not available and the requested purchase is in excess of our mandatory bid limit, bid specifications will have to be developed and proposals solicited from qualified vendors through the Department of Purchasing. Although the Department of Purchasing is committed to fulfilling the user's requirements, we also have the responsibility to ensure that all internal policies, legal requirements, and ethical aspects of the transaction are in line with established procedures. Departments are cautioned not to solicit quotations or to proceed on their own, as this may only result in delays while bids are being obtained, or may create potentially unpleasant and impossible purchase situations.

#### When filling out the On Campus Requisition and Prepaid Order Form:

1. The forms may be forwarded via email to a supervisor for approval, or other departments on campus, if you have budgeting authority
2. When the price is available to you, please fill in the price and attach the source of to the form (order form, catalog page or price list, letter, or etc.).
3. Follow-up information and tracing of On Campus Requisitions and Prepaid Order Forms are possible through the PeopleSoft Voucher Inquiry System.
4. When submitting purchase requests and more than one page is required, please attach a list of the additional items to the form or you may submit multiple forms.
5. If more than one charge code is being used, only one form is necessary. However, the department must identify the percentage to be charged to each account code.
6. All original copies of the invoice, as well as signed packing slips, must be sent to Accounts Payable for processing. Accounts Payable does require an original invoice, as well as proof of delivery, before payments are issued. This process is designed to eliminate duplicate payments and to ensure that the vendor is paid in a timely fashion.

On Campus Requisitions and Prepaid Order Forms will be monitored by the Department of Purchasing and failure to comply with the established procedures could result in the withdrawal of this privilege. It is the department head's responsibility to insure that On Campus Requisitions and Prepaid Order Forms are filled out completely and accurately and that only approved items are purchased. After a completed and approved On Campus Requisition or Prepaid Order Form Application is received in Purchasing, the applicant will be authorized to use the On Campus Requisition and Prepaid Order Form. The application and forms are located at <http://www.uakron.edu/busfin/purchasing/ElectronicForms.php>. After proper submission, a completed On Campus Requisition or Prepaid Order Form will be sent to you via E-Mail as an Adobe PDF attachment. Copies of the completed forms are not automatically forwarded via E-Mail to your supervisor or Accounts Payable or Purchasing for processing. The department may mail or forward a copy of either form via email to their supervisor for approval or if you have budget authority you may forward either form directly to the department for processing. You are encouraged to keep a copy (either electronic or paper) of either form for your records. Each department may wish to maintain two files: CLOSED for orders completed and OPEN for orders not received. **The On Campus Requisition is not valid for off-campus purchases. PLEASE SEND COMPLETED APPLICATION TO THE DEPARTMENT OF PURCHASING BY MAIL +9001, OR FAX 5564.**

#### Applicant Information:

Last Name	First Name
UAnet ID	E-Mail address
Department Name	Bus. Phone
Building	UA Acct. #
Room	<i>(Please leave blank if you use various accounts.)</i>
	Zip

I the undersigned, have read the terms and conditions associated with the use of the University On Campus Requisition/Prepaid Order form system and hereby acknowledge responsibility for the use of the system under my UAnet ID.

Applicant Signature: \_\_\_\_\_

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

If you are not directly responsible for the account you intend to use for On Campus Requisitions or Prepaid Order forms then the supervisor of that account will need to approve your use of their account. Their signature is required below.

By signing this form you acknowledge the delegation of your authority to the above named person to charge your budget for items purchased using the On Campus Requisition/Prepaid Order form system and that all purchases will comply with University guidelines. A copy of each On Campus Requisition/Prepaid Order Form will be sent to you via e-mail for your records.

Supervisor Signature: \_\_\_\_\_

Supervisor's printed name: \_\_\_\_\_

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

Supervisor's e-mail address: \_\_\_\_\_

Do not send an electronic copy of the completed WEB REQ form to the supervisor.