

The Requisition Process for Capital Equipment

The requisition process is as follows:

1. The initiator of a requisition uses the REQM screen in Colleague to enter the Item and Description that was entered in CERC (if applicable).
2. In the Comments Section of the Requisition, enter the CERC ID. This is required to obtain a Purchase Order if the CE sub-allocation is used.
3. Confirm the total that was entered into CERC. Note that if the amounts do not match those in CERC, a PO will not be issued.
4. Confirm the Account Code, found in the email from cerc@cscc.edu approval notification.
5. Once the requisition is saved, you will receive a requisition number.
6. All requisitions require Cost Center Manager (CCM) approval in the system. The initiator must email the CCM to notify that a requisition is ready for approval.
7. If an item is identified as furnishings by the Object Code and is \$1,000 or more, it will require Supervisor approval within the Purchasing Office. The initiator must email the approver to notify that a requisition is ready for approval.
8. Once all of the appropriate approvals have been obtained, the Purchasing Office will generate a PO number and send the PO to the vendor (Note: Do not place the order on your own, it is possible that the order will be double shipped because the Purchasing Office will send the PO directly to the vendor).
9. Once you receive the item, you will need to update the PO record in Colleague to indicate it has been received (i.e., "PORC" the PO).
10. The Accounts Payable Office will make the payment only if there is a valid PO number included on the invoice. If the vendor does not provide it, it will be sent to you to provide.