

1.3 Responsibility of the Requisitioner

Individuals who are authorized by their dean, director or department head to originate requisitions for materials and services assume the following responsibility:

1. Ensure that the College Requisition, when prepared, is legible, concise and complete with all the appropriate approvals and attachments, including a bid sheet (see [Section 3.3](#)) when requesting ten items or more, and/or when the specifications are complex and lengthy (see University of R.I. Requisition (College Requisition) [Section 2.1](#)).
2. Anticipate department requirements and plan purchases in order that a reasonable amount of lead time may be allowed for processing and if required, public bidding.
3. Combine, whenever practicable, relatively small requisitions for similar types of materials, in order that bids may be issued for reasonable quantities and effect more substantial savings.
4. Notify the Purchasing Department of any special requirements of your purchase request, e.g., bulk shipment or especially large equipment that requires special moving or handling.
5. Obtain the necessary fund approvals from the Grant and Contract Accounting offices when using fund 5XX and the URI Foundation Office when using fund 401.
6. Become familiar with the University's purchasing practices and procedures to ensure that procurement requests are prepared properly to accommodate efficient processing. Upon request, the Purchasing Department conducts training and individual instruction regarding purchasing practices and procedures.
7. Contact the Purchasing Department when a purchase order is not forthcoming in a timely fashion for requested goods or services, or when goods or services are not received in accordance with the delivery schedule indicated on the purchase order.
8. Sign and date the receiving report as soon as the correct material has been received in satisfactory condition, and forward it immediately to Accounts Payable to accommodate payment. In the event material is received that is incorrect or defective, a return authorization should be immediately requested from the vendor. If the return is denied by the vendor, the Purchasing Department should be notified to handle the situation.
9. When goods or services provided by a vendor are unsatisfactory a [Purchasing Complaint Form](#) should be forwarded to the University Purchasing Department to initiate corrective action.