

2.13 How to Track a College Requisition

When a College Requisition is received at the University Purchasing Department, it is processed and results in a Purchase Order or State Requisition (State Requisitions are processed through the State Division of Purchases which assigns a State Purchase Order number). In cases where a State Requisition is processed, a copy of the college requisition will be sent to the requisitioning department delineating the State Requisition number. When a Purchase Order is issued, the College Requisition number will be referenced on the Purchase Order; therefore, no copy will be provided.

The University Purchasing Department staff is available to answer any questions departments may have, such as:

- 1. There is a typographical error on my college requisition or on the Purchase Order, how can I catch these early in the process, and can it be corrected?***

Please notify the Purchasing Department as soon as possible of any errors, referencing the College Requisition number, Purchase Order number, etc. and we will immediately take the appropriate steps to correct the error.

- 2. My requisition is lost, what path does it follow, where is it?***

Turn around time for a requisition varies depending on the type of goods or services required and the dollar value. If a department provides Purchasing with the College Requisition number, we can determine when and if it was received in the Purchasing Department. If the requisition has been received in Purchasing the status can be tracked. Departments should be familiar with the document flow of a requisition (see Document Flow Chart Section [2.2](#)).