

3.1 Listing of State and University Forms

<u>FORM NAME</u>	<u>INITIATED BY</u>	<u>PURPOSE</u>	<u>WHERE TO FIND</u>
Bid Sheet	Departments	Accompany requisitions for requests of ten or more items or when specifications are lengthy.	Standard Bid Sheet Multi-year Bid Sheet
College Requisition	Departments	Request purchase of goods, services or equipment.	Requisition Manuals
Complaint Report	Departments	Notify the URI Purchasing Dept. of a complaint with a vendor.	Purchasing Complaint Form
Construction/Major Renovation Project Review Form	Departments	Accompany a requisition for new construction, renovation, or building alteration.	Office of Capital Projects
Drugs and Medical Supplies Requisition (BM-62)	Departments	Request drugs or medical supplies from State Central Pharmacy.	State Central Pharmacy
Emergency Justification	Departments	Accompany requisitions that constitute a purchase under emergency conditions.	Emergency Justification Form
Equipment Screening/ Certification Form	Departments	Accompany requisitions for the purchase, lease or rental of Federal equipment with a value of \$5,000 or more.	Property Department
Independent Contractor Questionnaire -	Departments	Accompany requisitions for Independent Contractor services.	Human Resources Website
Invoice Voucher	Departments	Pay for postage, subscriptions, membership dues utilities, meals, etc.	Controller's Website
Limited Value Purchase Order	Departments	Order goods and services not exceeding \$5,000.	Requisition Manuals
Purchase Order	URI Purchasing Dept.	The primary procurement document to order goods or services within stipulated dollar amounts.	
Return Notice	Departments	Return item(s) to vendors for credit or exchange.	Return Notice Form
Sole/Single/Proprietary Source Purchase Request	Departments	Accompany a requisition when a dept. believes that a particular request is a Sole/Single/Proprietary situation.	Sole Source Justification Form Single Source Justification Form Proprietary Source Justification Form
State Purchase Order	State Division of Purchases	Order goods or services outside our delegated authority.	
State Purchase Requisition	URI Purchasing Dept.	Request purchase of goods or services through the State Division of Purchases.	
Vehicle Acquisition Form Vehicle Trade-In Form (SFO-100)	Departments	Accompany requisitions for the purchase, lease, gift, or rental of vehicles.	Facilities Services