

The following message is being sent on behalf of the Purchasing Department:

TO: University Community

FROM: Robert A. Weygand
Vice President for Administration

DATE: 1/9/07

SUBJECT: College Requisition Form

During the past several months, the URI Purchasing Department has made several changes resulting in streamlined business processes. Today, I am pleased to announce the most recent in those continuing efforts. The Purchasing Department has developed a college requisition form in an Excel format that can be completed on-line and forwarded to the Purchasing Department via interoffice mail or fax. Additionally, in the upcoming months a web version will be introduced that will provide further advantages to departments.

The Excel college requisition form and instructions are located in the forms section at www.uri.edu/purchasing <http://www.uri.edu/purchasing>. Departments may continue to use the 4 part college requisition form until the current inventory is depleted.

Also, there have been recent updates to the Purchasing Manual as noted with the date of the last update in each section. Please review the manual periodically, as it is important that you become familiar with any changes.

If you have any questions or require assistance in completing the Excel college requisition form, please contact the Purchasing Department at x42171.