

Instructions for Preparation of University of Hawaii
Hard Copy Requisition Form

a. General Guidelines

The University of Hawaii Requisition should be used to request the expenditure of funds for goods, services, or construction by purchase order or to place interdepartmental orders with campus vendors, e.g., UH Bookstore. All requisitions shall be submitted through appropriate staff and fiscal officers for approval and purchasing action.

The fiscal officer shall review the requisition and its supporting documents, certify that funds are available, verify that the expenditure is in compliance with state laws, rules and University policy, and type/issue the purchase order.

For expenditures beyond the fiscal officer's purchasing authority, the requisition, completed to the extent possible, together with supporting documents, should be submitted to OPRPM.

OPRPM will examine the requisition and its supporting documents, verify that the expenditure is in compliance with state laws, rules and University policy, and issue a purchase order.

b. Completion Instructions

All fields must be completed unless noted as optional. Shaded items represent information to be completed by OPRPM.

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| 1) Campus | Enter appropriate Campus Code. |
| 2) Date | Enter date of preparation (mm/dd/yy). |
| 3) Purchase Order No. | Enter purchase order or other document number that will result from this request, <u>if known by preparer</u> . |
| 4) Deliver To | Location where delivery |

should be made (campus building, room number, street address, city, state and zip code). Delivery location should not differ from the delivery address stated in the Request for Quotation (RFQ).

- 5) Vendor Enter complete name and ordering address of vendor selected.
- 6) Other Vendors Contacted and Their Quotations Enter names of all other vendors contacted and their quotes.
- 7a) Account Code Enter appropriate 6-digit SL account code.
- 7b) Federal Funds Apply Indicate whether federal funds apply.
- 8) Requisition Tel. No. Enter phone number where requisitioner may be contacted.
- 9) Requisition Number Enter requisition number issued by Fiscal Officer or designee (if applicable).
- 10) Vendor Code Leave Blank.
- 11) Requisitioner Enter name of individual who will accept goods or services.
- 12) Deliver On/Before Enter number of days after receipt of order by vendor, e.g., 10 days ARO, by which items must be received by the program. Delivery time should not differ from that stated in the RFQ.
- 13) Deliver Prepaid Via Enter method of shipment requested (Best Way, Air Parcel Post, Air Freight, etc.)
- 14) F.O.B. Point F.O.B. (free on board) point

indicates the location at which ownership of merchandise and any responsibilities thereto, i.e., insurance, transportation, etc., transfer from the seller to the buyer. If the F.O.B. point differs from the delivery point noted in Item 4 above, enter appropriate F.O.B. location. Otherwise, leave blank.

- 15) Contract/Price/List Quotation Number
If items are included on a State or University requirements contract or price list, enter appropriate contract or price list number. If quotations were solicited, enter quotation number (if applicable), the date of the quotation and the name of the person who submitted the quote.
- 16) Discount Terms
Enter payment discount as stated on quotation, contract, or price list (if applicable).
- 17) Item No.
Enter items to be purchased in numerical sequence from top to bottom. Segregate price list and non-price list items.
- 18) Quantity
Enter number of units of each item to be ordered.
- 19) Description
Enter brief but exact description of item(s) to be purchased. Include tax and freight, if applicable as separate items below description of items. If space is insufficient, attach THREE (3) copies of an itemized list and make reference to it on the face of the form.

- If purchase is exempt as provided in APM Section A8.220, enter appropriate exemption statement as provided therein.
- 20) Object Code Enter appropriate object code for each item. A summary of total dollars by object codes for each account code should be listed in the COMMENTS block.
- 21) E/F Enter estimated or firm price. Obtain firm price from vendor if possible. If unable to obtain firm quotation, list as "estimated".
- 22) Unit Price Enter unit price per item (if more than one unit of that item will be purchased) from quotation, contract, or price list.
- 23) Amount Enter extended price per item (Quantity x Unit Price = Amount).
- 24) Total Enter sum of prices in "Amount" column. Freight and tax must be added if applicable.
- 25) Comments A summary of total dollars by object codes for each account code should be listed in this section, if applicable. This section may also be used to record additional information pertinent to award of the purchase order to the vendor.
- 26) Equipment to be Located Enter permanent location of equipment. (Note: May differ from delivery location.)
- 27) Incorporated into Existing Equipment If order consists of components, parts or

additions to equipment already on hand, indicate type of equipment and decal number, or P.O. number if decal number has not yet been assigned.

28) Approving Authority

Signature of individual authorized to certify that the purchase supports program objectives. This individual must be someone other than the Fiscal Officer/Purchasing Officer certifying as to fund availability. If federal funds will be charged, individual signing for program approval should be the Principal Investigator or designee. Designee should be someone other than the Fiscal Officer/Purchasing Officer.

29) Fund Certification

Signature of Fiscal Officer authorized to certify as to availability of funds for the account code(s) cited and as to compliance with applicable University policies and procedures. Include phone number and appropriate F.O. code number.