

La Sierra University
Purchasing Requisition Checklist

The following are needed to complete a purchase requisition.

___ **Department Name**

___ **Proper Account Numbers:** _____ **Fund** _____ **Org.** _____ **Acct. #**

*Note: Misc. Supplies-71515 (Office Depot Online Only-71505); Printing-78181; Small Equip.-77010;
Large Equip. >\$3,000 and Computer Purchases-77015 for Depreciation Purposes*

___ **Available Budget:** *There must be sufficient funds in the approved budget account to be processed.
Please attach copies of any budget transfers requests.*

___ **Vendor Information:** *Vendor Name, Contact, Address, Fax No. and Phone No., and any additional order information.
A completed W-9 Tax information Form is needed for new vendors.*

___ **Description:** *Quantity, Description, Unit Cost, Amount*

___ **Approval:** *Enter Requestor, Phone Number, and Date*

___ **Requisitions \$1,000 or less:** *1) Department Head Signature and Date*

___ **Requisitions \$1,001-\$2499:** *1) Department Head Signature and Date; and
2) Dean or Vice President Signature and Date*

___ **Requisitions \$2,500 or more
and/or NSF Cases** *1) Department Head Signature and Date; and
2) Dean or Vice President Signature and Date; and
3) Vice President of Finance or Associate Vice President of Finance
Signature and Date*

___ **Computer/Peripheral IT Endorsement:**

*All Computer & Peripherals requisitions need written endorsement by the Information Technology Department
forwarded to the purchasing department or attached to the purchase requisition.*

___ **Other:**

***Please be advised that any missing items will cause a delay in processing your purchase requisition.
Once all items are completed/received, please allow 24-48 business hours for processing.***

***Plan in advance. If you know you need items delivered on a specific date, we suggest you begin the
process of obtaining the required information/signatures at least 15 days ahead of time to avoid
possible delays.***

Requisition Forms can be found at:

<http://www.lasierra.edu/fileadmin/documents/finadmin/Accounting/Purchasing/Requisition.pdf>

Purchasing Department

La Sierra University, 4500 Riverwalk Parkway, Riverside, CA 92515-8247

(951) 785-2258 Tel.; (951) 785-2914 Fax

purchasing@lasierra.edu