


Process:	Financial Services Request-Requisition/Purchase Order		
Contact:	Humanities & Social Sciences	Last Revision Date:	05/24/2018
	Business Services		

Introduction:

The requisition and purchase order process is used for all non-MarketPlace purchases totaling \$5,000 or more.

Please check to see if the Supplier is on Marketplace and can accept orders over \$5000 or more, if the supplier is a Marketplace supplier, please use Marketplace. Marketplace suppliers that accept orders over \$5,000 are indicated by the symbol 

If the supplier is not on Marketplace, a purchase requisition is needed.

Steps:

1. Copy of quote or specifications for order
2. Copy of approved Contracts or Independent Contract checklist
3. Project ID for order
4. Ship To Address
5. Contact Name, phone number, email
6. Expected delivery/completion date
7. Sole Source Justification, (on departmental letterhead), if needed

Additional References:

<https://materialsmgmt.ofb.ncsu.edu/Sourcing-Procurement/Buying-Methods.php>