How to fill in this Form

Step by step instructions on how to raise a purchase requisition to procure goods & services.

**Step 1-Download the Form.**
Download the Purchase Requisition Form-for General & Consumable Items from our Faculty web-page under heading ‘Services & Support’, then ‘Information for Faculty Staff’ and ‘Faculty Purchasing’, which is located at the address below each and every time you would like to make a purchase. The reason for downloading the form each time is so you get the latest version, as older versions will no longer be compatible with current purchasing software.


**Step 2-Get a Requisition Number.**
Obtain a purchase requisition number from your Departmental contact to enter in the first field of the requisition form named ‘Internal Requisition No.’. This should be an 8 digit number. (eg. 20012345)

<table>
<thead>
<tr>
<th>Department</th>
<th>Contact person</th>
<th>Phone No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Office</td>
<td>Gunter Sagan</td>
<td>4060</td>
</tr>
<tr>
<td>Medical School</td>
<td>Gunter Sagan</td>
<td>4060</td>
</tr>
<tr>
<td>Health &amp; Productivity Research Centre</td>
<td>Gunter Sagan</td>
<td>4060</td>
</tr>
<tr>
<td>Faculty IT</td>
<td>Melissa Dietrich</td>
<td>3641</td>
</tr>
<tr>
<td>Biomedical Science</td>
<td>Melissa Errey / Nola Hurt</td>
<td>3881 / 4161</td>
</tr>
<tr>
<td>Nursing</td>
<td>Magda Heaslip / Heather Todd</td>
<td>4912 / 3339</td>
</tr>
<tr>
<td>Nursing Lab Bldg 22</td>
<td>Elfi Ashcroft</td>
<td>5541</td>
</tr>
<tr>
<td>Psychology &amp; Northfields Clinic</td>
<td>Lisa Czubala</td>
<td>3637</td>
</tr>
<tr>
<td>Graduate School of Public Health</td>
<td>Bev Moate</td>
<td>3463</td>
</tr>
<tr>
<td>iiMH</td>
<td>Marie Johnson</td>
<td>4207</td>
</tr>
<tr>
<td>Smart Foods Centre</td>
<td>Stuart Parker</td>
<td>4968</td>
</tr>
</tbody>
</table>

**Step 3.**
Enter the date you filled in the Requisition Form in the field named ‘Requisition Date’.

**Step 4.**
Select the Department you are working for in the field named ‘Department / Unit’.

**Step 5-Enter contact details.**
Enter your name, a location you can be found, contact phone number and email address in the fields under ‘Requisitioner’s Name’ so if the Purchasing Offer requires any further information can contact you in one of the above-mentioned methods.

**Step 6-Project Manager/Supervisor.**
Use these fields under the heading ‘Project Manager’ if this person or your Supervisor wishes to sight the Purchase Requisition prior to it being approved by the Financial Delegated Officer. (ie. Head of Department, Director, Administration Officer or Administration Assistant)

**Step 7-Delivery Date.**
Please enter a delivery date that is realistic to the items, which are to be purchased also allowing some time for it to be approved by your Department.

**Step 8-Supplier details.**
Enter in line 1 the details of the preferred Supplier’s name, phone number, website or email address if applicable, the type of quote that may have been obtained (ie. Phone, Written, Email or other) and in the last field state either the Quotation Number and its date or simply the date you obtained a phone, email quote, website prices or catalogue with its month/year of distribution.

**Please Note:** Forward all relevant quotes (written or emailed) to the Purchasing Officer with its Requisition Number written on it.

Revised: 16May05
**Step 9-Items Required (Fields marked * are must enter fields).**
Enter the information in the following fields;

*Quantity: The amount you require.
Units: (eg. 100/Pkt, 12/Box, Roll, etc)
*Item Description: Accurate item description
*Supplier Part Number: Supplier’s part number used to indentify the item (if not applicable use ‘N/A’)
*Cost Centre: If unknown see worksheet named ‘Cost Centres’ or contact your Departmental admin staff for advice.
*Object Code: If unknown see worksheet named ‘Object Codes’ or contact your Departmental admin staff for advice.
Unit price (Ex GST): Enter unit price as per quotes, catalogues, etc. Unless not known.
Handling/Other Fee: This is to cover items like dry ice, etc.
Freight/Delivery Fee: Enter price. Unless not known.

**Step 10-Asset Information (Click on the link labeled ‘Asset Details’ for definition of an Asset).**
If this item is deemed a University Asset then answer ‘Yes’ to the question ‘Are any of these items an Asset or part of an Asset?’ you should have also entered one of the following object codes (ie. 6801, 6805, 6704 or 6731) against that item(s) in the field(s) above.
Remember to fill in the fields labeled ‘Asset Location’ and ‘Asset Custodian’ as these items will be added to the UOW Asset Register.

**Step 11-Special Instructions/Asset Information.**
Use this space to give any further instructions (eg. ‘Urgent delivery required’, ‘costs to be split 50/50 with 200 12 3456 & 201 12 3456’, etc). Also used to give further information on Asset to be purchased. (ie. give details of Parent or Child Asset Numbers).

**Step 12-Financial Delegated Officer**
Nominate the suitable Departmental staff member to approve the total amount of expenses in the Purchase Requisition you have raised, checking that they have delegation over all cost centers you have entered, otherwise they will not be able to approve such expenditure.

**Step 13.**
Email the completed Requisition Form to the Purchasing Officer (John Walter) firstly and he will then forward it onto the appropriate Departmental staff member to have it printed and sent for approval.

**Useful Web page links within the Purchase Requisition Form.**

i) Quotes/Preferred Suppliers: Links to guidelines in obtaining quotes.
ii) Cost Centre No: Links to a list of Departmental cost centers within the workbook that are currently open.
iii) Object Codes: Links to a list of Object Codes within the workbook.
iv) Asset Details: Links to UOW Asset Policy.
v) Financial Delegated Officer’s Name: Links to current Faculty Delegates who can approve expenses against University Departmental funds under the Public Finance & Audit Act, 1983.
vi) Purchasing Policy: UOW Purchasing Policy.
 vii) OH&S Considerations for Purchasing: UOW OH&S considerations for Purchasing Policy.

**Fields that must be filled in before the purchase can go ahead.**

<table>
<thead>
<tr>
<th>Requisition No.</th>
<th>Items Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requisition Date</td>
<td>Cost Centre(s)</td>
</tr>
<tr>
<td>Department/Unit</td>
<td>Object Code(s)</td>
</tr>
<tr>
<td>Requistioner’s Details</td>
<td><strong>Asset Information (if applicable)</strong></td>
</tr>
</tbody>
</table>

* Select from drop down menu an approver who can approve all cost centre(s) listed in the Requisition Form you have filled in.

** Enter on the Requisition Form the location of the Asset and the Owner of this item.