2130 – Requisitions

Purpose

To develop minimum requirements for obtaining goods and services through the requisition process and to ensure appropriate levels of electronic approvals is established.

Scope

The procedure is applicable to all employees who create or approve requisitions.

Standards

- Flow charts have been developed to help with understanding process please refer to them for help
- Any requisition which is $1000 or over will go to the President for approval (a list of exemptions are listed at the bottom)
- Requisitions for less than $1000 will follow the procedures of the person with budget authority.
- The requisition must match the invoice within $50 excluding shipping. If the overage is more then $50 then either a supplemental requisition will be created or final approver can sign the requisition attached to the invoice.
- At any time that the circumstance arises when the employee responsible for approving the requisition is unavailable for an extended period of time, email authorization to temporarily assign a different approver must be submitted to the Comptroller's office.
- Under no circumstance should an approver with electronic approval authority release his or her password.

Audit

By electronically approving the requisition, the approver implies that all supporting documentation has been reviewed and the transaction is appropriate, accurate and complies with all policies.

Exemptions

Midwest Energy, Kansas Gas Service, KJUMP (direct purchase of natural gas), City of Great Bend water (for 1025 Main), Wheatland Electric, WEX fuel

Contact(s):

Vice President of Administration

Related Form(s)

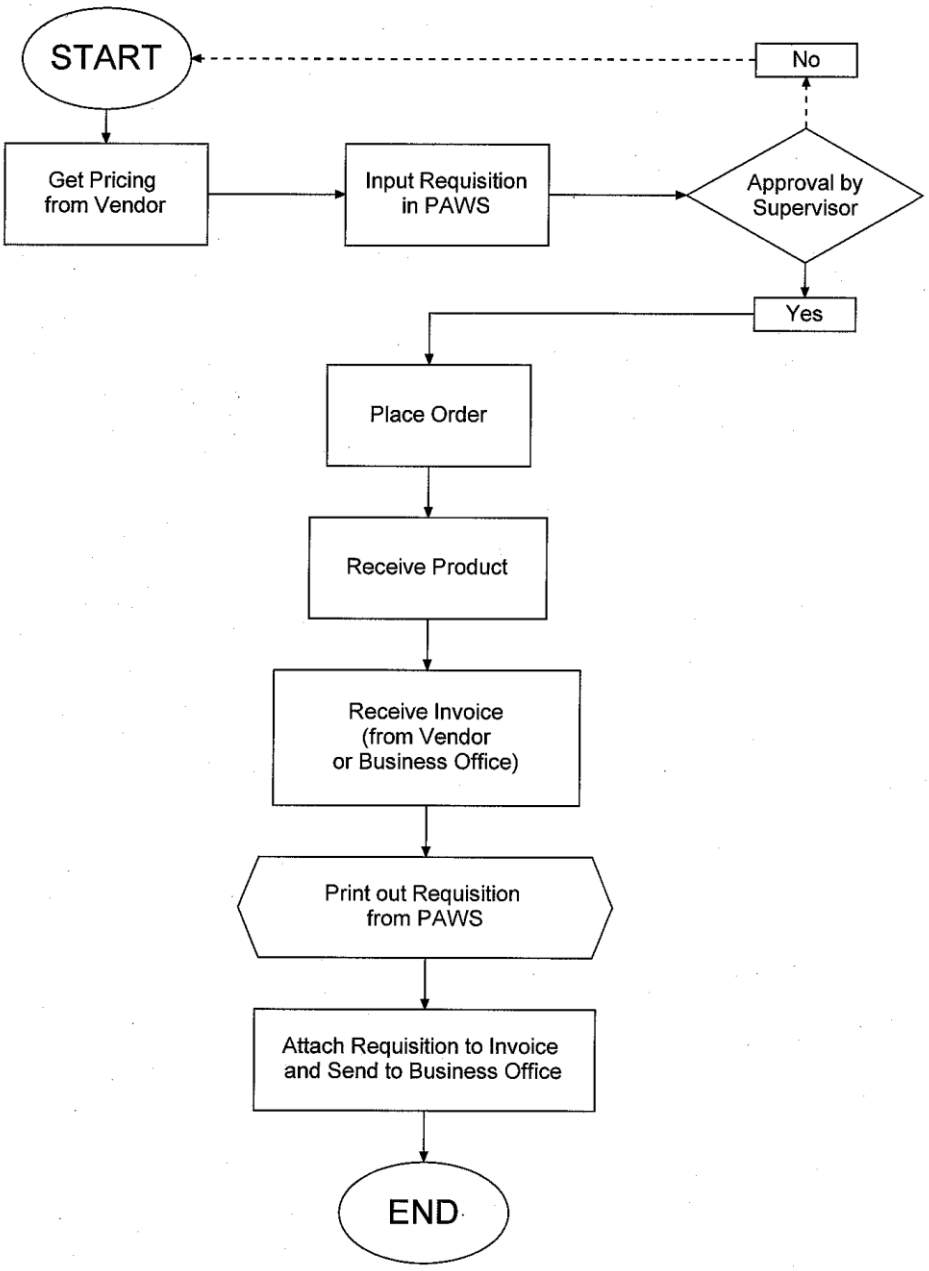
Relevant Policy or Procedure(s): 1145 -- Purchasing

Approved by: President

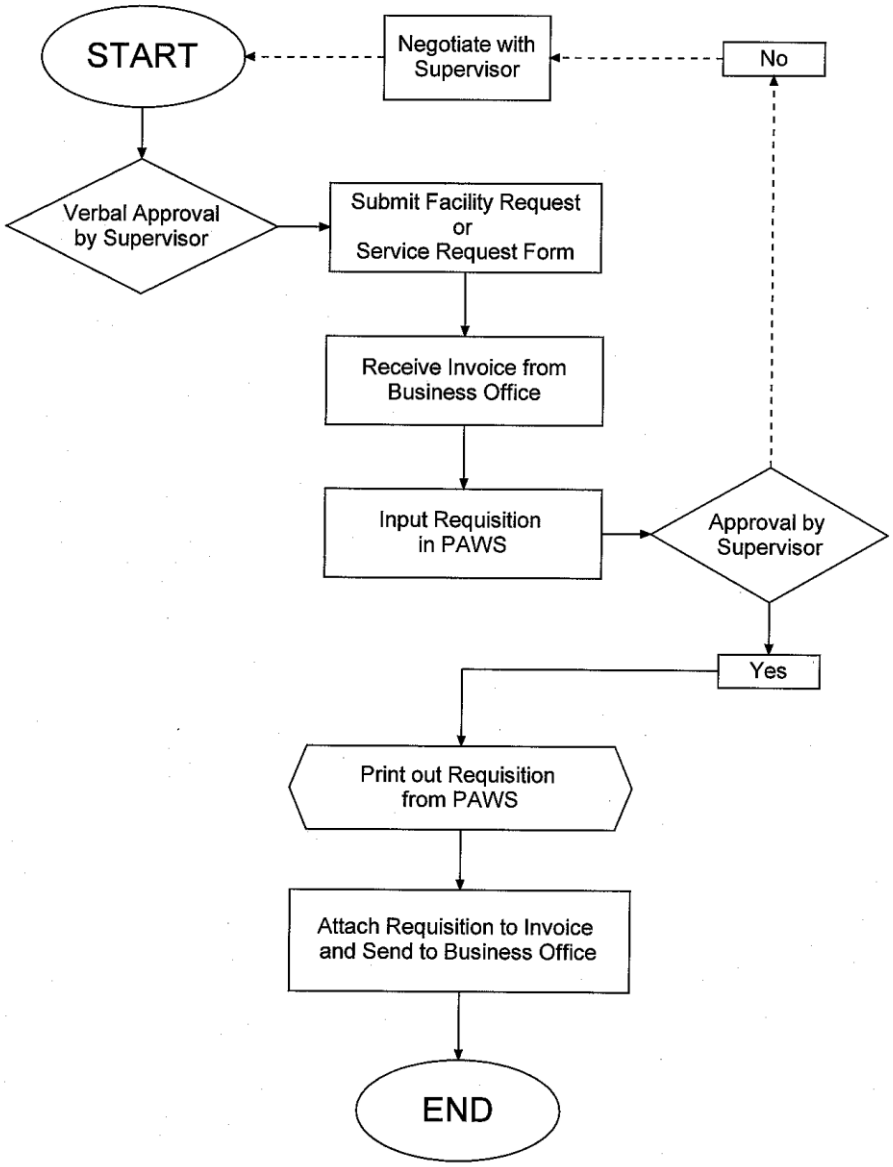
Date: 3/5/07

Revision(s): 6/26/19 (minor revision)

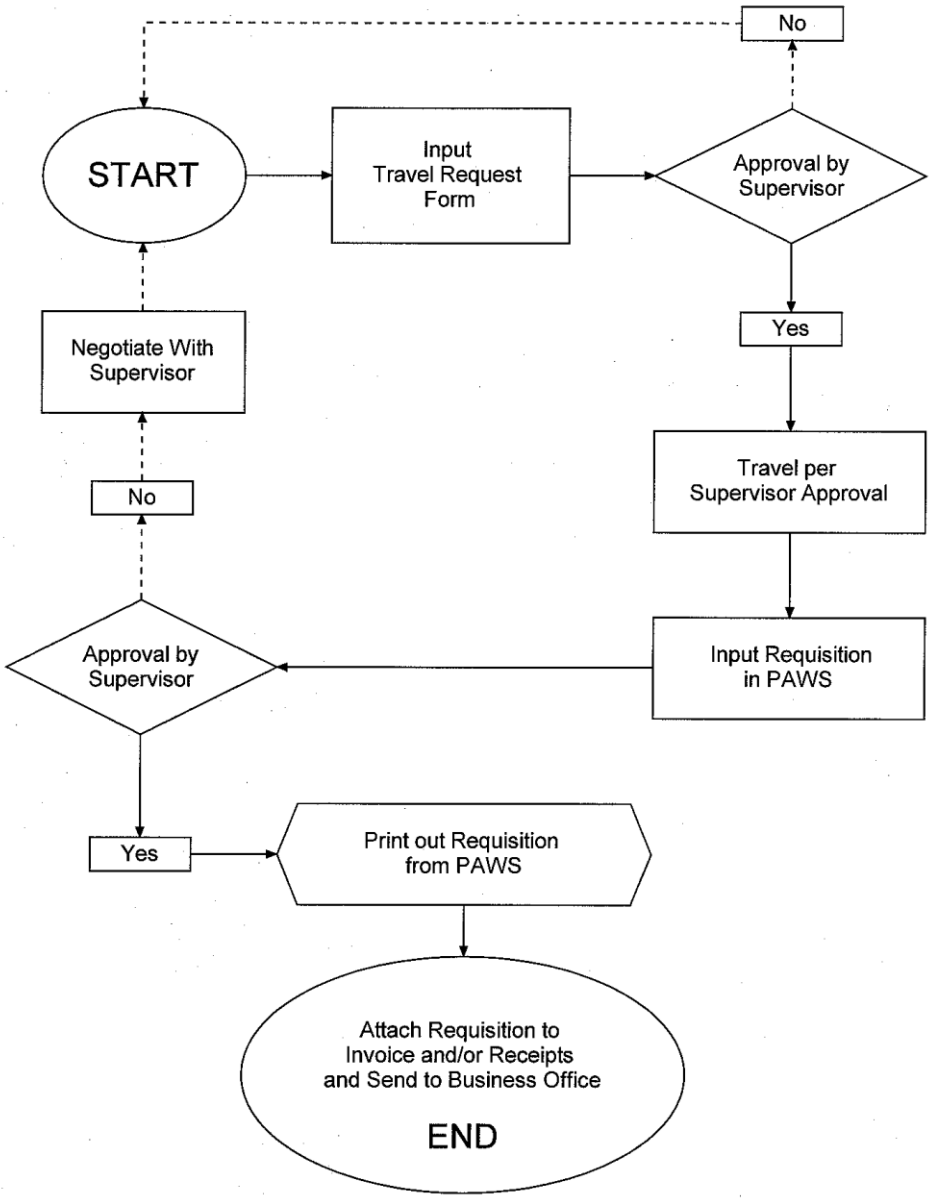
Requisition Flow Chart



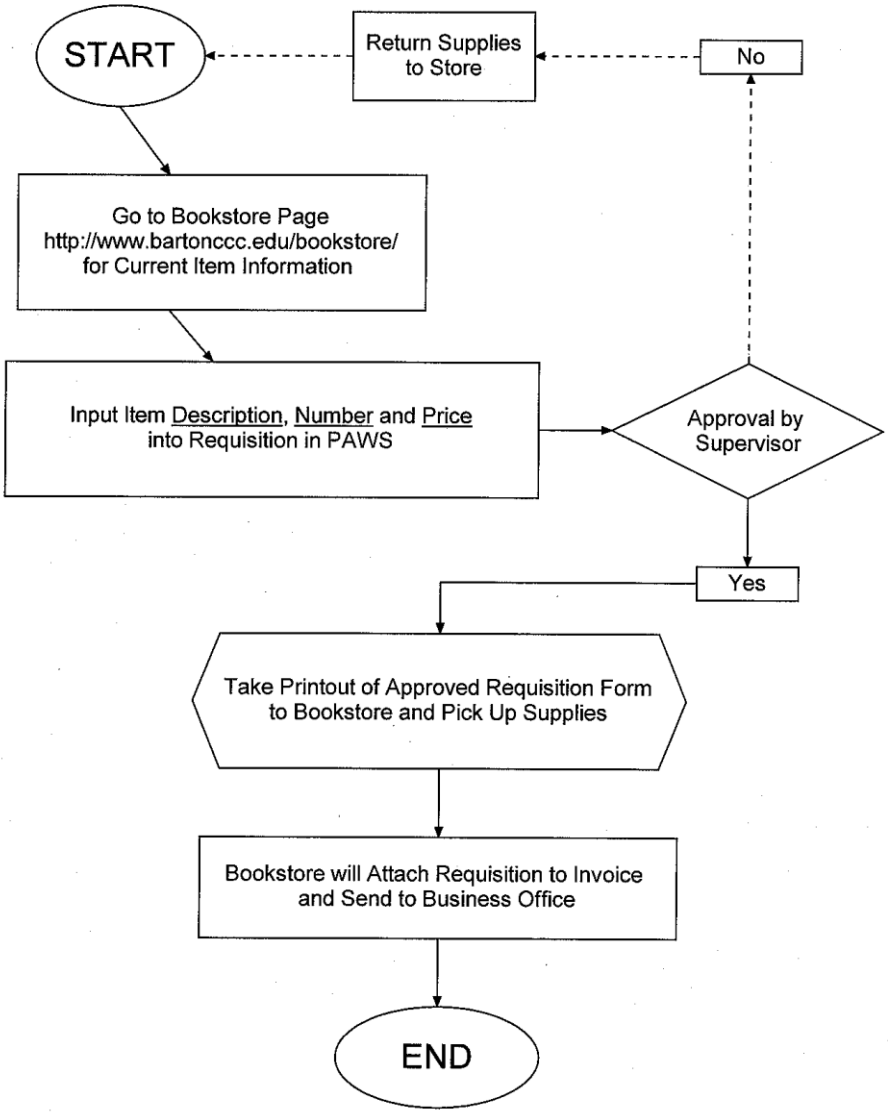
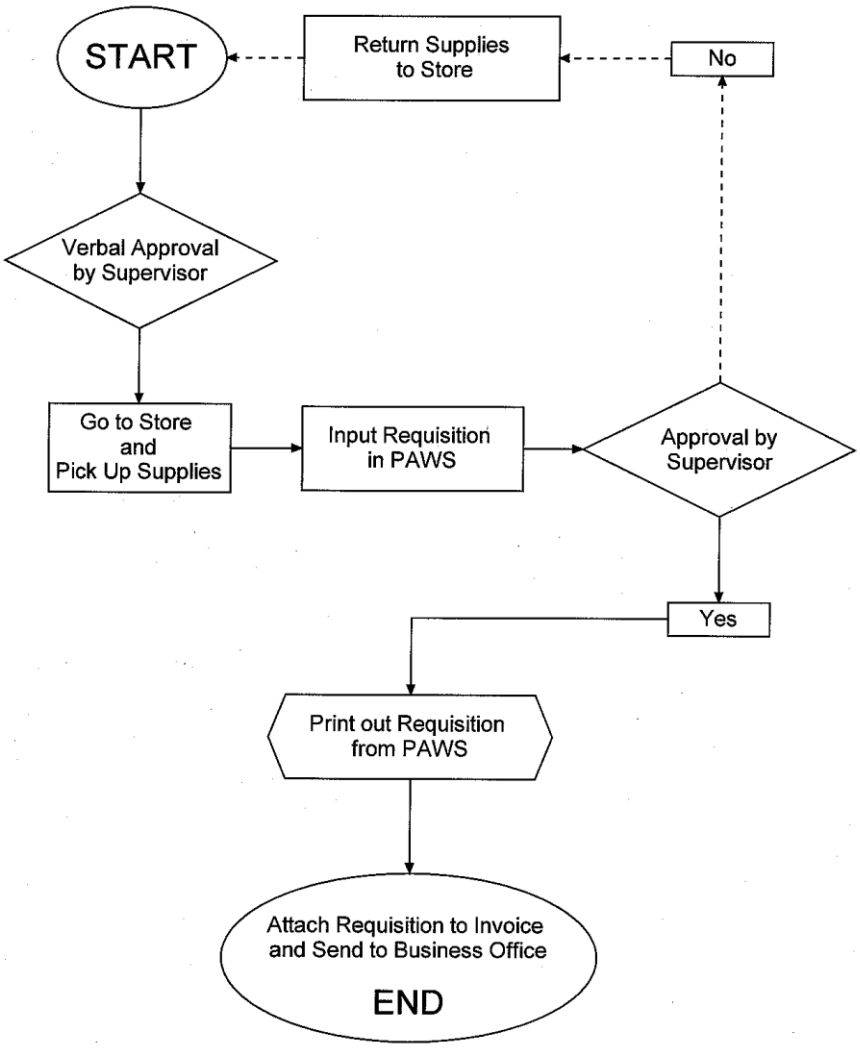
Requisition Flow Chart
Food Service



Requisition Flow Chart
Travel/Reimbursement



Requisition Flow Chart
Bookstore



Requisition Flow Chart
Local Retail Vendor
(Walmart, OPI, Dillons, etc.)