



Prepare to Procure

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RIT Procurement Services

475-2107

[http://www.rit.edu/fa/procurement/
purchase@rit.edu](http://www.rit.edu/fa/procurement/purchase@rit.edu)

Purchase Orders Emailed to Requesters

To improve process efficiency, controls and service, approved Purchase Orders (PO) will now be emailed to the "Requester" as a pdf attachment. PSO expects to make this change later this week.

Who is the Requester?

- The "Requester" is the person who asked that the order be placed and, typically, the person who will receive and use the goods and/or services.
- "Requester" is a field in the Oracle requisition; it is specified by the Preparer of the requisition (the person who actually creates the requisition in the Oracle purchasing application).

Requisition Preparers:

- If you are not personally responsible for the acquisition of the goods or services, change the name of the Requester from the default (currently you, the Preparer) to the appropriate person (refer to P2p tip sheet: <http://www.rit.edu/fa/procurement/sites/rit.edu/fa.procurement/files/docs/RequestorF.pdf>)
- Notify individuals/Requesters for whom you prepare requisitions of this process change.
- It will no longer be necessary to forward to the Requester the notification you receive that a requisition has been converted to a purchase order.

What should the Requester do with the PO?

- The Requester should retain the PO copy to verify the accuracy of invoices when received via workflow for approval.
- Procurement Services will continue to transmit the PO to the supplier.

If you have any questions or need assistance when entering a requisition, please contact Sherry Lupo at 475-2107 (salpur@rit.edu).

