



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)

Preparing Purchase Requisitions

When preparing a purchase requisition, “preparers” must select someone other than themselves to be the “requestor”. This change is intended to strengthen internal controls over the receipt of **services** that require departmental acknowledgment in order to be paid.

Preparer vs. Requestor

- The “preparer” is the person who actually creates the purchase requisition, usually at the request of another person who has direct knowledge of the order – the “preparer” of the requisition specifies the name of the “requestor” in the requestor field in the Oracle purchase requisition.
- The “requestor” is the person who asked for the order to be placed and, typically, the person who will have oversight of the **goods** and/or **services**. The “requestor” may be different than the person who has the approval authority to actually approve the purchase requisition.

When an invoice for **services** procured on a Purchase Order (PO) is entered into Oracle Accounts Payable, the “requestor” will receive an automated email via Oracle to approve the invoice and release the payment. This is an acknowledgment that the **services** have been satisfactorily rendered by the supplier.

Reminder: In order for an invoice for **goods** to be paid by Accounts Payable, Central Receiving must “receive” the **goods** in the Oracle Receiving application. If **goods** ordered on a PO are delivered directly to your department, please send the packing slip with the PO number to Central Receiving so that they can “receive” the **goods**.

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

