



Prepare to Procure

December 15, 2014

RIT Procurement Services
475-2107

[http://finweb.rit.edu/purchasing/
purchase@rit.edu](http://finweb.rit.edu/purchasing/purchase@rit.edu)

The “Right” Way to “Write” a Requisition

The Procurement Services Office and Accounts Payable Department are working together to streamline the purchase-to-pay process. One of our areas of emphasis is aligning supplier quotes with requisitions and purchase orders to simplify the receiving of goods and payment of invoices.

The benefits of this coordinated effort include:

- Easier/faster matching of supplier invoices to purchase order lines
- Greater opportunity to take advantage of favorable payment terms offered by our suppliers
- Minimized invoicing conflicts and improved supplier relations

When preparing a requisition, please keep these protocols in mind:

- The requisition should contain the same number of lines as the quote
- The quantity (QTY) and price should mirror the quote
 - When there are multiple items in the quantity, do not enter the requisition as a “1 lot” charge – for example, if you are ordering 250 widgets at \$3.00 each, enter 250 in the quantity line and \$3.00 in the price line. The total for the line will be \$750.00.

When these protocols are not followed, the PSO will return the requisition to the preparer for correction. To ensure the speedy placement of orders and payments to suppliers, follow the steps outlined above.

If you have any questions about this information, please contact Sherry Lupo, Sr. Procurement Assistant at ext. 5-7834 (salpur@rit.edu)

