

University Rule 3-100C: Requisition Use

I. Purpose and Scope

To implement Policy 3-100 and outline the use of purchase requisitions. This Rule is binding for all University colleges, departments, and units, including University Hospitals & Clinics.

II. Definitions

See [Policy 3-100](#), University Procurement

III. Rule

A. Use of Requisitions

1. Except as provided in paragraph 2 below, a requisition must be submitted to initiate the procurement of supplies and/or services by the Purchasing Department for purchases that exceed the single procurement threshold.

Note: University organizational units that are authorized to engage in direct procurement without going through the Purchasing Department are listed in rule. (See Rule [R3-100D](#))

2. Items or services not requiring a requisition include:
 - a. Purchases under the single procurement threshold not restricted by rule. (See Rule [R3-100D, E](#))
 - b. Purchases from the University Campus Store, General Stores and Receiving, Dining Services, Print & Mail Services or other University organizational units using campus orders. (See [Policy 3-193](#))

3. Organizational units may request that the Purchasing Department obtain price only quotations without obligating an award by clearly marking "Request for

- Quotation Only" on the face of the requisition. A request for quotation will not obligate an organizational unit nor encumber funds until the organizational unit authorizes the Purchasing Department to acquire the requested item.
4. Renewals, formally known as blanket orders, are requested by submission of a requisition for indefinite quantity and indefinite delivery from a supplier for a defined period of time. A renewal is valid only for a specified time period and/or for a specific dollar value. Most general fund renewals expire on June 30 of each year. Restricted fund renewals are assigned individual expiration dates, usually 30 days before the contract expires. Renewals may not be used to purchase capital equipment items (items costing in excess of \$5,000) or single invoices billing in excess of \$5,000 unless authorized on the order by the Purchasing Department.

IV. Rules, Procedures, Guidelines, Forms and other Related Resources

A. Rules

[R3-100B](#), Solicitation of Bids, Proposals, Sole Source and the Award of Procurement Contracts

[R3-100D](#), Delegated Small Purchase Authority

[R3-100E](#), Restricted Purchases and Special Purchasing

B. Procedures

P3-100B, Requisition Procedures

C. Guidelines *[reserved]*

D. Forms *[reserved]*

E. Other related resource materials *[reserved]*

V. References

Utah Code Annotated, sections 63-6a-101 et seq. (Utah Procurement Code)

UPol 3-003, Authorizations and Approvals Required for Financial Transactions

VI. Contacts

Rule Owner: [Director of Procurement & Contracting Services](#)

VII. History

Approved Academic Senate Executive Committee; September 17, 2013

Approved Academic Senate; October 7, 2013

Replaced Blanket Orders with Renewals in III.A.4; June 30, 2016

OUTDATED