

Rule R3-100C: Requisition Use. Revision #1. Effective date: April 12, 2022

Contents.

I. Purpose and Scope 1

II. Definitions 1

III. Rule..... 1

 A. Use of Requisitions. 1

IV—VII Regulations Resource Information. 2

I. Purpose and Scope

A. Purpose.

This rule implements Policy 3-100 and outlines the use of purchase Requisitions.

B. Scope.

This rule is binding for all University colleges, departments, and units, including University of Utah Hospitals & Clinics.

II. Definitions

The definitions provided in Policy 3-100 apply for this rule.

III. Rule

A. Use of Requisitions.

1. Except as provided in Section III.A.2, an Organizational Unit shall submit a Requisition to initiate the Procurement of Supplies or Services exceeding the Single Procurement Threshold. Requisitions are not purchase orders and shall not be used or represented as such. An Organizational Unit shall submit

- a Requisition to the Purchasing Department, except as described in Section III.A.1.a. and b.
 - a. Requisitions for UUHC purchases shall be submitted to UUHC Purchasing.
 - b. Requisitions for Construction and/or architect/engineer services shall be submitted to U Facilities Procurement.
 - c. Other University Organizational Units authorized to engage in direct Procurement without going through the Purchasing Department are listed in Rule R3-100D.
- 2. All purchases below the Single Procurement Threshold should include a Requisition, unless paid with a PCard or other approved Procurement process.
- 3. Departments or organizational units are responsible to ensure the availability of funds prior to initiating a Requisition.
- 4. Requisitions are not required when departments order from the following Organizational Units:
 - a. General Stores and Receiving, Print & Mail Services, or other University Organizational Units functioning as a Service Recharge Center.
 - b. Purchases below the Single Procurement Threshold from the University Campus Store. (See Policy 3-193)
- 5. A Requisition may result in a single payment or multiple payments over the defined period of time and dollar value of the resulting purchase order. Organizational Units shall submit purchase requests for multiple payments by submitting a Requisition.

IV—VII Regulations Resource Information.

User Note: Parts IV-VII of this Regulation (and all other University Regulations) are Regulations Resource Information – the contents of which are not approved by the Academic Senate or Board of Trustees, and are to be updated from time to time as determined appropriate by the cognizant Policy Officer and the Institutional Policy Committee, as per Policy 1-001 and Rule 1-001.

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

A. Policies/ Rules.

1. Policy 3-100 University Procurement
2. R3-100B, Solicitation of Bids, Proposals, Sole Source and the Award of Procurement Contracts
3. R3-100D, Delegated Small Purchase Authority
4. R3-100E, Restricted Purchases and Special Purchasing

B. Procedures

1. P3-100B, Requisition Procedures

C. Guidelines

D. Forms

E. Other related resource materials

V. References

- A. Utah Code Title 63G, Chapter 6a, Utah Procurement Code
- B. Policy 3-003: Authorizations and Approvals Required for Financial Transactions

VI. Contacts

The designated contact officials for this rule are:

- A. Policy Owner (primary contact person for questions and advice): Director of Procurement
- B. Policy Officers: Chief Financial Officer

See University Rule 1-001 for information about the roles and authority of policy owners and policy officers.

VII. History

Renumbering

Revision History.

- A. Current version. Revision 1.
 - 1. Approved by -- Academic Senate April 4, 2022, and Board of Trustees, April 12, 2022 with effective date of April 12, 2022.
 - 2. Legislative History for current version.
 - a. Editorial Revisions: *[reserved]*
- B. Past versions.
 - 1. Revision 0.
 - a. Legislative History for Revision 0.