# Requisition Check List

1. New Supplier or Correction/Update to an existing Supplier
    a. Requisition needs to be processed with New Supplier as supplier
    b. Is the WSU W9, OPERS form etc. completed and attached?
        i. Any document containing sensitive information such as SSN, should be in internal notes (A/P will need this copy). If the supplier requires a copy of the document, then redact the information before attaching in external notes.
2. Quote
    a. Is the quote still valid or has it expired?
        i. The quote should be attached in external notes.
    b. Are there terms and conditions on the quote?
        i. If so, forward to Lindsay Ramge through the WrightBuy system.
    c. Does the quote require a signature?
        i. If so, forward to Lindsay Ramge through the WrightBuy system.
    d. Does the price on the quote match the requisition?
    e. Does the requisition product description accurately describe what is being purchased?
    f. Is the commodity code correct?

3. Contract
    a. Does the requisition have or require a contract?
        i. Is the contract complete and accurate?
        ii. Check the signature blocks on the contract and if either the vendor and/or Lindsay Ramge's signature does not appear, forward to Lindsay Ramge through the WrightBuy system.
        iii. Please be aware that it may take 2-3 weeks for Lindsay Ramge to complete the contract process.
            1. Contracts are to be completed/approved prior to services being rendered.
    b. Any document containing sensitive information such as SSN, should be in internal notes. If the supplier requires a copy the document, then redact the information before attaching in external notes.

4. Certificate of Insurance (COI)
    a. Does the requisition require a COI (is the supplier coming onto campus)?
    b. If the supplier has signed WSU contract (except for the MOA), a COI is not required.

5. Distribution of Purchase Order
    a. If the PO does not need to go to the supplier (Referees, memberships, subscriptions etc.) or the requisition is travel related (reimbursement), please change the distribution on the requisition and input your email address.
        i. Please review the Customize Order Distribution document on Purchasing's webpage under WrightBuy Information. Here is the link directly to that page: http://www.wright.edu/business-and-finance/campus-auxiliary-and-business-services/strategic-procurement/wrightbuy
        ii. For all requisitions, the invoice is required to be sent to A/P for payment. Attaching the invoice to the requisition, will not get it paid.
            1. Make sure that the invoice contains the PO number and has been signed.
    b. Does the payment need to be sent via wire transfer?
        i. Change the distribution method on the requisition to Bursar fax 937-775-5775.
            1. Attach appropriate documentation in external notes (this information will go to the Bursar's office) and state that it is a Wire Transfer.
6. Communication
    a. If you need to communicate to an approver, use the comment tab and/or internal notes. Remember everything in external notes goes to the supplier.

7. Capital equipment
    a. What is capital equipment?
        i. Capital equipment includes all movable items that have a probable useful life of two or more years, have an original cost of $5,000 or more, and are neither permanently attached to a building or its utility systems nor incorporated into the building at the time of initial construction or during later modifications. The total cost includes all expenditures incurred in acquiring the equipment and preparing it for use. This would be the purchase price, freight and handling costs, and the cost of conducting trial runs. Capital equipment also includes computer software if it is the computer's main operating system. The software is not tagged but is included in the cost of the computer system at the time it is ordered.

b. FOR ALL ORDERS WITH CAPITAL EQUIPMENT:
    i. The account code must be 794500 (entered in the FOAPAL under Accounting Codes). The location code must be entered in the document FOAPAL or for the FOAPAL for the item under Accounting Codes. If the room and building are not part of the location code list already in Banner, please have your Business Manager request the location be added using a Financial, Account, Program, Activity or Location Request form that can be found on the Office of the Controller's webpage.
    ii. In "External Notes" include:
        1. Description of the capital asset – this is what will identify this equipment purchase on your capital equipment inventory.
        2. Tag Information – List how many tags are needed, which line items make up each tag, etc. The more information you provide will help facilitate the capital equipment process.
        3. Final Location for this product.