Creating a Requisition

CHECKLIST

Environmentally friendly, good for the University, saves you money…

There’s a lot to be said for following the P2P policies.

PRACTICALITIES

☐ Know the 2018 P2P policy. If you don’t, head on over to our website!
☐ How much are you spending? If you know what you are budgeted to spend we can help you prepare for ways to make your purchase.
☐ Learn how to get the best price by following and completing our Vendor Justification Form (VJF) for all purchases over $10,000.
☐ Spending under $10,000 with this vendor? Have you considered using your NU card?

WHAT TO SEND PROCUREMENT

☐ Vendor Justification Form
☐ Copies of any non-essential back-up
☐ A request for training, we come to you!
☐ Happy Thoughts!

NON-ESSENTIAL BACK-UP

☐ Copy of the Contract
☐ Copy of the Bid
☐ Copy of All Quotes
☐ Evidence of Sole Source

REQUISITION ROUTINE

☐ Make sure you have a signed Purchase Order BEFORE you place an order.
☐ Competitively procure your item or ask Procurement Services to do it for you! We have Preferred Vendors and MyMarketplace ready and waiting for you! No need to bid!
☐ Double check you have everything on the “What to send” list
☐ If you made a mistake, don’t worry, we will help fix it! No hold up is needed.

ESSENTIALS FOR YOUR VJF

☐ You are spending over $10,000.00
☐ You need to provide an answer to how you chose your vendor.
☐ Vendors should be competitively chosen by:
  • Quotes Requested (3)
  • Formal RFP Sent Out
  • Utilizing a consortium contract (ex. MHEC, NJPA, NIPA)
  • Qualifications Based Request for Services Process (Facilities)
  • Sole Source Supplier of Supply or Service
  • Past negotiated rates that are currently contracted and secured
☐ Who does a competitive process?
  • Departments
  • Faculty
  • Procurement Services