Requisitions

Requisitions (> $10K)

Dept and/or PI works with vendor to create quote and forwards to FST for processing. (1)

Receives quote and submits requisition request in Banner. (2)

Creates PO and sends to vendor.

Vendor creates invoice and returns to AP for payment.

AP processes an I-doc that goes through approval queues for final payment.

Notes:

1. Competitive bidding is required for all purchases over $10,000 unless a waiver of competition is granted by the Director of Contracts and Purchasing Services.
   - Bid waivers are permissible only when the required goods or services are available from a single supplier.
   - If a waiver has not been submitted will put out for bid for 10 days

2. Request for Bids (RFB) shall allow sufficient time (no less than ten (10) calendar days) to permit prospective bidders to prepare and submit bids.
   https://www.uidaho.edu/governance/policy/policies/apm/60/11
   - The process is conducted by Purchasing Services only.
   - Request for Bids must include clearly defined specifications and are obtained in writing in a sealed bid process to be opened in a public bid opening.

3. Contracts and Purchasing Vendor Information
   https://www.uidaho.edu/finance/controller/contracts-and-purchasing-services

Legend:
- Start
- End
- Document/Form
- Process
- Decision
- Training

FILENAME: Requisitions BP

DRAWN BY: Sue Branting
REVISED: 12/11/2020