


Requisition Package Check List

*Input ALL notes/comments in the **Header Comments**

**** Required**

*Supplier Email if not on the quote																				
If bidding, list of potential Suppliers and their contact info:																				
*Input Billing and Shipping address																				
*Department Name:																				
*Send Invoices To:																				
*Input description of what you are requesting the PO for in the Header comments. Clear and Concise. ❖ Software-XXXXX ❖ Contract Renewal for XXXXX ❖ Product-XXXXX ❖ Service-XXXXX ❖ Professional Services-XXXXX ❖ Previous PO # if applicable																				
**Required-Attach all documents for justification that applies: <ul style="list-style-type: none"> ➤ Contract/Agreement ➤ Quote ➤ Marketing Approval ➤ IT Security Risk Assessment ➤ ICF- Independent Contractor ➤ Sole Source for purchases greater than \$5,000 ➤ Specifications/Requirements for anything that needs bid-Word format 																				
Requisition entry description should match the quote as much as possible. Use proper description and formatting; not all lower caps, not all item numbers, descriptions work best. See example below. One(1) line was entered for inserts when in this case two (2) lines should have been entered with the specific description. <p>Requisition:</p> 																				
<p>Example of Quote:</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 10%;">Item #</th> <th style="width: 50%;">Description</th> <th style="width: 15%;">Unit Price</th> <th style="width: 10%;">QTY</th> <th style="width: 15%;">Total</th> </tr> </thead> <tbody> <tr> <td>82005</td> <td>30K Fitgrip FSI-Slimline-10S INSERT</td> <td>\$69.00</td> <td>54</td> <td>\$3,726.00</td> </tr> <tr> <td>82003</td> <td>30K Fitgrip FSI-Powerline-100 INSERT</td> <td>\$69.00</td> <td>54</td> <td>\$3,726.00</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Item #	Description	Unit Price	QTY	Total	82005	30K Fitgrip FSI-Slimline-10S INSERT	\$69.00	54	\$3,726.00	82003	30K Fitgrip FSI-Powerline-100 INSERT	\$69.00	54	\$3,726.00					
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<p>**Required-Input All PHI Information</p> Vendor will come on campus for services- Yes/No Vendor will have access to student records- (FERPA) Yes/No Will vendor have access to, maintain, or create PHI or PII? Yes/No BAA needed if vendor will access PHI or PII **List what PHI will be exposed: (name, DOB, billing info, diagnosis, etc.)																				