

**Purchasing Documents Resulting  
From a Requisition**

A. General

Following receipt of an SAP On-Line Requisition by the Purchasing Division, it will be assigned to a Purchasing representative. Purchasing will determine the appropriate action to be taken such as Invitation for Bids (IFB), Request for Proposal (RFP) and/or quotations. The final document created will be a Purchase Order (PO).

Once a PO has been created, it is the department's responsibility to check the SAP System for the PO number, Goods Receipt and invoice verification.

It is essential if there is a discrepancy in quantities or prices, the department should immediately notify the Purchasing Division.