

**Non-Delegated Purchases Requiring
On-Line Requisitions in SAP**

1. Standard procedure for the acquisition of supplies, equipment, and services that cannot be procured with the procurement card or the DAV is to initiate an on-line purchase requisition. This on-line purchase requisition must be used by University Departments to contract for all requirements that can not be properly secured under the delegated authorities granted to University Departments.
2. The University of Kentucky “Purchase Requisition” is created in SAP. It is designed to provide the information necessary to secure for the Requisitioning Department the items specified, at the time required, delivered to the proper place and to encumber funds against the correct account.
3. In order to be given access to create a Requisition in SAP, an individual must do the following:
 - Complete the “Request for HRS/FRS/Purchasing and Related Beta 93 Access” form.
 - Complete all classes in their training plan.
 - Complete a Statement of Responsibility

It is also required that an individual attend training on “Requisitions” , “Receiving” and “Approvals” before attempting to create a Requisition. Training is provided and scheduled through IRIS.

- A. The Requisition serves the following purpose:

An on-line process designed to inform the Purchasing office of a department’s need to acquire a particular good or service.

- B. Sufficient time should be allowed for the Purchasing Division to accomplish an orderly and timely purchase.

Effective planning for continuing operation of a department will include sufficient lead time for a Requisition to be processed for approval(s) through University offices, for preparation and receipt of Invitations for Bids (IFB’s), Requests for Proposals (RFP’s) and/or quotations by Purchasing, and for assembly and shipment of the commodities by the vendor.

- C. Major Equipment Purchases - In order to comply with KRS 45.760, the Purchasing Division shall require any Requisition for an item of equipment costing \$200,000 or more to list the line item identification on the legislatively approved budget. This requirement is applicable whether equipment is purchased, leased, or lease-purchased.