

### **Preparation of a Requisition**

1. The Requisition should be created in SAP by the ordering department. All appropriate authorizations and approvals must be completed in SAP.
2. Each Requisition should be created for a single vendor only.
3. Special Approval Transactions - The following types of purchases have special approval requirements which should be carefully noted prior to submitting a Requisition:
  - A. Capital Construction Funds - See Section B-9, "Capital Construction Projects."
  - B. Communication Systems - See Section B-10-1, "Communication and Network Systems Services."
  - C. Computer and Computer Related Equipment (See Section B-7).
  - D. Furniture and furnishings. See Section E-12-4.
  - E. Insurance - See Section B-8, "Insurance."
  - F. Motor Vehicles.
  - G. Printing - See Section B-10-3, "Printing Services."