

**Non-Delegated SAP Purchase Requisitions
Healthcare and Facilities Areas**

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I. Purpose

The SAP purchase requisition informs the Purchasing Division of a department's need to procure goods or services for Healthcare and Facilities related areas. These items may be restricted from the procurement card and/or PRD.

Please note: This is not the procedure for the procurement of goods or services for campus areas. Refer to [B-3-3-5](#).

II. Policy and Procedures

1. The purchase requisition must be created by an authorized requisitioner from the requesting department. Specifications regarding pricing, quantity, product or service description, delivery address, date of delivery and proper accounting must be accurate and clearly stated in the purchase requisition to insure the correct goods or services are provided.
2. Authorization to create a purchase requisition is granted to an end user based on completing the following criteria:
 - a. Statement of Responsibility form
 - b. Training Plan Request form
 - c. SAP courses specific to the desired SAP role

Online forms and training courses are available from the IRIS website.

3. Approval and Processing

Online approval in SAP by the approver from the requesting department is required for all purchase requisitions. After the purchase requisition is approved, it is then forwarded to the Purchasing Division for review and potential processing. Purchasing is responsible for making sure the request aligns itself with the University's policies and procedures as stated in the Commonwealth of Kentucky Model Procurement Code. Determination of the appropriate action to be taken for the request – Invitation for Bids (IFB), Request for Proposal (RFP), Request for Quote (RFQ) and/or purchase order (PO)- is made by the assigned Purchasing agent. The PO is the final document created by Purchasing. It serves as the formal order and is issued directly to the supplier for order fulfillment.

4. SAP Purchase Order

The purchase order is a contractual document by which the supplier is notified of the acceptance of an Invitation for Bids (IFB), Request for Proposal (RFP) or formal quote. The requesting department is required to issue the Good Receipt and submit the original invoice to Accounts Payable for proper posting and payment.

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5. Change Order

The change order is an official amendment to the purchase order and is issued by the Purchasing Division.

A departmental request for a change in pricing, quantities and/or description must be submitted in written form to the Purchasing Division.