PROCUREMENT SERVICES
COLORADO STATE UNIVERSITY

Requisition Documentation Guidance

What documentation should be submitted with a requisition?
The below table provides documentation guidance for the most common requests or those requests with unique documentation requirements. Additional documentation may be requested.

Request	Documentation
Every request	Quote (required over $500)
Art	Approval/waiver from University Public Art Committee
Copier Lease/Purchase	Waiver from RamCopy through University Communications
Desktop Computers/Laptops/Tablets	Approved HP Computer Program Exception form
Drones	Risk Management and CSU Drone Center
Equipment Maintenance	Maintenance Agreement
Events/Catering/Performers	Banquet Event Order, Rooms Agreement, Performance Event Contract, Speaking Engagement Agreement, etc.
Feed and Animals	Completed Feed or Animal form
Graphic Standards (i.e., printing, website, videos, etc.) NOT promotional items	Waiver from University Communications
Promotional Items or Branded Merchandise (shwag)	Licensed vendor and artwork approval from branding@colostate.edu if applicable.
Relocation Services	One quote, offer letter, email approval if expense is over $7500
Services - Business	Solid Scope of Work with deliverables and payment terms
Services - Individual	Solid Scope of Work with deliverables and payment terms, Independent Contractor vs. Employee form, PERA form
Shop Catalog Vendors	None if quote was pulled from punch out catalog and used to populate the cart
Software	Software agreement
Vehicle Purchases	Approved vehicle request form. Approved EAR (if applicable)