

Requisition Priority Request Form

- All requisitions enter the standard First come, First served queue.
- A college or Division can submit a Requisition Request form to move ahead in the queue. The form must be approved by the appropriate Dean or Vice President and Division or College Financial Business Officer.
- The Requisition Priority Request form must identify which type of priority exists from the list below.
- Please email form to farrah.bustamante@colostate.edu

	Priority	Description	Criteria	
1	Compliance	Good or service is clearly required to comply with federal or state, statutes or regulations or legal requirements (including grant or contract agreements).	1. Impact to University, not individual unit impact.	
2	Leadership Directive	Chancellor or Presidential directive.		
3	Revenue	Inability to meet timely procurement directly impacts revenue/ resource generation. This includes enrollment/tuition and other student accommodations provisions, responsiveness to clients or other customers, or impacts to research funding.	1. Relation to University academic mission (Instruction, Research and Service) 2. Projected dollar impact from resulting potential losses 3. Areas impacted 4. Timeline	Up to \$100k=1 1-3 days =4 \$100k - \$250k=2 4-7 days =3 \$250K - \$500k=3 7-14 days =2 \$500k + =4 14 days+ =1
4	Cost Savings	Inability to meet timely procurement directly impacts significant cost savings.	1. Relation to University academic mission (Instruction, Research and Service) 2. Projected cost savings 3. Areas impacted 4. Timeline	Up to \$50k=1 1-3 days =4 \$50k - \$1000k=2 4-7 days =3 \$100K - \$2500k=3 7-14 days =2 \$250k + =4 14 days+ =1
5	Funds Expiring	When not attributable to poor planning, potential loss of access to funds, due to circumstances beyond the procurer's control.	1. Dollar impact of the potential loss 2. Timeline	

If priority type is compliance, a description of compliance and resulting legal or reputational impact must be provided. If

priority type is revenue, cost savings or funds expiring, a projected dollar amount must be identified.

Each form will be reviewed to determine if a bona fide priority exists. If one exists, Procurement will assign them to a priority queue according to the criteria below. Procurement will communicate to end users if their request is getting bumped, by who and why.

1st Priority Type (Compliance, Revenue, Cost Savings, Funds Expiring)

2nd Projected Dollar Impact Within Each Type

3rd Timeline

Information

College/Division Name:

Department Name:

Org Code:

Kuali Document Number:

Account Number:

Vendor Name:

Requestor Name:

Date circumstance first became known:

Projected Monetary Impact:

Priority Level:

Description of Circumstance:

Description of Impact to University / Mission:

As the Business Officer, I certify to the best of my knowledge that a bona-fide priority request exists and impacts the University as stated above.

Division / College Financial Business Officer Signature:

Date:

Dean / Vice President Signature:

Date: