

Requisition Documentation Guidance

This is a list of the most common requisitions we receive, and the documentation needed to issue a purchase order. Requisitions submitted to Procurement Services without the appropriate documentation, precise details of the purchase in the description line(s) or vendor selected will be disapproved.

Request	Documentation
Every request	Quote/Price List (required over \$500). See Shop Catalog Vendor exception. The description line(s) must include precise details of what is to be purchased. Vendor selected from the database. If you are waiting for the vendor to be approved, include a Note. Include vendor contact information (name, email address, etc.) in the Notes and Attachments tab.
\$50,000 - \$150,000	Price Reasonableness Form as needed per the instructions.
Art	Approval from University Public Art Committee. https://policylibrary.colostate.edu/policy.aspx?id=769
Copiers	Attach agreements and indicate "Yes" to send to vendor. Read the Copier FAQ .
Drones	Follow the process and policy outlined below. https://www.research.colostate.edu/csudronecenter/csu-drone-policy/
Equipment Maintenance	Maintenance Agreement
Events/Catering/Performers	Banquet Event Order, Rooms Agreement, Performance Event Contract, etc. Include the date of the event in the first description line.
Feed and Animals	Completed Feed or Animal form
Information Communication Technology (ICT)*	Follow the procedures outlined here . If in doubt, submit a Freshservice ticket.
Printing, website, videos, etc., NOT promotional items	Waiver from Marketing and Brand Management .
Promotional Items (shwag)	Utilize licensed vendor. https://licensing.colostate.edu/ If vendor is not licensed, contact Marketing and Brand Management for next steps.
Purchases greater than \$150,001	Request for Sole Source Form or Solicitation Information Form .
Relocation Services	One quote from contracted vendors, offer letter, email approval if expense is over \$13,000.
Services - Business	Detailed Scope of Work with deliverables and payment terms.
Services - Individual	Detailed Scope of Work with deliverables and payment terms, approved Independent Contractor vs. Employee form.
Shop Catalog Vendors	Nothing if the quote was pulled from punch out catalog and used to populate the cart.
Software	Software agreement, MSA, order form, etc. Follow the procedures outlined here .
Vehicle Purchases	Approved vehicle request form. Approved EAR (if applicable).

* ICT is defined as information technology and other equipment, systems, technologies, or processes, for which the principal function is the creation, manipulation, storage, display, receipt, or transmission of electronic data and information, as well as any associated content.