

Instructions for completing a UF-CREC Purchasing/Requisition Form

In the top left section of the form

Sign and date the form (please be sure the signature is legible or print name if needed).

Fill in the approver's or Principle Investor's signature and UFID number in the spaces provided.

If purchasing Capital items or Vehicles, complete the appropriate sections.

If quotes are requested, include the quote number(s) and contact name in the spaces provided.

Monetary levels and limits:

Go to <http://www.purchasing.ufl.edu/departments/directives-procedures.asp#monetary>

This can be reached from the Business Office Purchasing page.

In the "Remarks" section, please write any special notes or comments as needed.

In the top right section of the form

Indicate the Fund number, Program number, Source of Funds, REEport number, and Project number. These numbers are required on all requisitions for any purchase.

The Flex number is only required on certain chartfields, and the Business Office will inform you of these.

Suggested Sources Section

In this section reference the Vendor you wish to do business with, the address, phone number, email address, and contact person you may have dealt with.

Material Description Section

Enter 1 line for each **different** item you are purchasing or requesting.

Enter the **quantity** of each item that you are ordering or requesting.

Enter a brief description for each item that you are ordering or requesting. For services please include as much information as possible. Remember to include dates of service, serial numbers of repaired items, and attach to the requisition, copies of any backup documentation you may have, as this helps to provide a clear representation of the work or service to be provided.

Fill in the catalog number, part number, manufacturer's number, as indicated.

Enter the Unit Price amount.

Enter the total or extended amount.

Add any estimated shipping and handling charges as necessary.

Enter the grand total for the requisition and double check all figures.