



INTRODUCTION

This requisition form must be submitted for approval to Procurement for any purchase (good or service) with an aggregate value of \$10,000 to \$99,999 that does not involve a contract. Aggregate value refers to the total cost of the good or service including any applicable taxes, fees and shipping costs. If there is a contract involved, the [Contract Review Form](#) should be submitted instead.

SECTION I

REQUESTED BY:	DEPARTMENT:			
EMAIL:	DATE:	DATE REQUIRED:		
PHONE:	FUND	ORG	ACCT	PROG
INCLUDED IN FY BUDGET?				

Check this box if grant funds are being used to pay the vendor (in full or partially). If yes, you are required to consult the Office of Sponsored Programs before submitting this requisition. *Please CC Yaa Arhin: yaa.s.arhin@plu.edu with your submission of this form.*

REQUISITION CATEGORY

Standard Competitive Bidding: Alternative quotes required. Complete section III.	Purchase from a Preferred Vendor: No alternative quotes required, skip section III
Purchase from a Cooperative Contract: No alternative quotes required, skip section III.	Vendor is an approved Sole Source. No alternative quotes required, skip section III.
Cooperative:	Date Approved as Sole Source:

Check this box if the vendor you are recommending is a Sole Source but you have not yet completed the Sole Source Justification Google form found [here](#). You need to complete the Google form in addition to this requisition. Procurement will review both submissions at the same time. **STEP ONLY REQUIRED FOR THE FIRST TIME PROCURING FROM A SOLE SOURCE.**

Provide a description of the good or service and the purpose of the purchase.



SECTION II

DETAILS FOR SELECTED VENDOR - If attached quote is not itemized, please itemize below.

VENDOR NAME:		VENDOR POC:		
ADDRESS:		PHONE:		
		EMAIL:		
Item No.	Item Title	Qty	Unit Cost	Est Total Cost
1				
2				
3				
4				
Space for URL to Product Listing(s):			Subtotal	
			Taxes	
			Fees/Shipping	
			Total Cost	

Check this box if the vendor requires a purchase order to be generated.

SECTION III – Skip this section if vendor is preferred, sole source or apart of a cooperative contract.

VENDOR COMPARISON – List the other vendors you received quotes from and attach itemized quotes to this requisition.

	Vendor A	Vendor B	Vendor C
Vendor Name:			
Date of Quote:			
Total Cost:			
Space for URL product listing			

If the lowest quote obtained was not selected, briefly explain why in the box below.



SECTION IV

By signing this form, you are confirming that the information provided on this form is true and accurate. It is the responsibility of your department to confirm that the total amount paid/invoiced matches the amount quoted by the vendor.

Requestor Signature	DATE	Authorized Approver	DATE
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Department approval can be provided via email. Requestor must include approver’s email on the requisition submission to procurement@plu.edu.

You will receive a decision from the Procurement Office via email. Provided that this form is complete and supporting documentation has been included, you can expect approval within 24-48 hours. If your request is denied, the Procurement Manager will work with you to resolve any issues.

INSTRUCTIONS

Section I – General department and purchase information and select the “Requisition Category” to indicate how the good or service is being procured. If the vendor is a sole source but has not been officially approved by procurement, you will be prompted to submit the [Sole Source Google Form](#) with the requisition unless you submitted the form in advance. You do not need to submit alternative quotes for preferred vendors or vendors through a cooperative contract but you need to provide the cooperative the contract is through. Explain what the purchase is and why it is needed.

Section II – Provide information for the vendor you are recommending out of the quotes you have received. Attach documentation that supports the cost information. The total cost of the purchase should include all unit costs, taxes, fees, shipping, implementation fees, consulting services etc.

Section III – Provide requested information for the alternative quotes you received and attach validation of the totals you are providing. Alternative quotes you receive must be from qualified and comparable vendors that offer the same or similar good or service. Intentionally providing quotes from vendors that are not qualified or comparable to the recommended vendor will not be accepted. NOTE: You are not required to select the lowest quote, however, it is important to document what value is being added to the student experience by selecting a higher quote.

Section IV – Receive approval from an authorized approver in your department either by signature or approval via email. The requisition with attached documentation should be emailed to procurement@plu.edu. If department approval is provided to Procurement via email, supervisor must be CC’d to the email submission and respond with their approval.