**ON-CAMPUS REQUISITIONS**

**Processors**: Administrative Technician and purchasing approver

**Current Process**:

An on campus requisition is used for procuring supplies and services from university operations on

campus. Examples of these would be Bookstore, Copy Services, Facilities Management, UNMC Tissue Science Facility, Histology, Microscopy, Chemistry Supply Shop, BSE Supply Shop and other support facilities.

The form for this is located in SAPPHIRE under UNL business forms. This form is not

located in the UNO form list. The page is:

http://sapphire.nebraska.edu/standard/Downloads\_Docs.asp?campus=UNL&Heading=Procurement&tit

le=On-Campus Requisition for UNL Suppliers of Goods/Services.

The form should be completed with sufficient information for the provider to charge for the item

purchased. This would include organization, cost object, general ledger (G/L) account number (in many

cases the provider uses a specific G/L number).

The individual responsible for the cost object on the requisition should sign the form.

A copy of the form should be maintained in the local file as part of the purchasing documentation. The

form is sent (via e-mail, fax, campus mail) or hand delivered to the provider. The provider may or may not require a signature when the item is picked up. The provider should furnish some type of invoice or

receipt of payment to show what was purchased and that payment was received.

After the item is received, the invoice or receipt should be filed with the requisition form.

Send/scan a copy of the On Campus Requisition to College of Engineering Business office.

**Concerns:**

• There is no uniform receipt system on campus. In some cases, the only record of the

transaction is an entry in SAP.

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**Recommendations:**

• Uniform receipt system for requisitions

• At the department level, it should be an ongoing reminder in faculty meetings that anyone (including post-docs and grad students) who uses a campus facility for services or supplies, must complete a requisition form prior to the purchase. The person who uses the requisition must ask the service/supply shop for a receipt which must then be returned to the staff. In ChemB, there are a number of grad students/post-docs who take samples to the UNMC Tissue Science Facility, the UNL Microscopy lab, the Histology lab, and the Pixel Lab. Often times they do this in the evenings (at the last minute or at a critical point in an experiment) or on weekends, and staff is not aware of it until the charge posts to SAP. They purchase dry ice from the Chemistry Supply Shop and research supplies from the BSE Supply Shop in the Beadle Center.

• The Graduate Chair and staff support can add to the grad procedure manual (in bold) that all campus purchases must be accompanied by an On-Campus requisition.

• For ongoing services, eg: taking tissue samples to UNMC for testing multiple times, the department can require that the grad student complete a "blanket" requisition (signed by their PI) which would authorize the use of a specific cost object number until a specific end date. When this procedure is implemented, the department staff needs to maintain a record of blanket On-Campus requisitions so that when a grant ends, a new requisition with new funding can be generated.