

## Requisition General Instructions

**Purchase Order Number:** A purchase order number must be obtained from the Purchasing Department before an order can be placed. Please do not give the requisition form or its number to the vendor at any time.

**Department Copy:** Please make a copy of this form for your records before mailing to the Purchasing Department. If you are faxing the requisition to Purchasing, do not mail the original. Keep the original for your records.

**Mailing / Faxing:** Do not mail the original requisition if you fax it to the Purchasing Department. If the requisition is sent to Purchasing more than once (e.g., both mailed and faxed), the requisitioning department will be responsible for any duplicate shipments received.

**Business Meals, etc.:** For business meals, refreshments, recruiting, entertainment, or lodging, provide the following information in the description area of the requisition:

- A. List names of the attendees (if 10 or less) or name of group and number in attendance.
- B. Detailed description of the business purpose of event.
- B. Date(s) of event.

**Payment To Or In Behalf Of Non-Resident Aliens:** The University of Utah must report all payments made to and/or in behalf of non-resident aliens to the Internal Revenue Service (IRS). Payments in behalf of non-resident aliens will be subject to tax withholding unless exempted pursuant to a tax treaty between their country of residence and the United States or exempted under Internal Revenue Code provision.

**Claiming Exemptions:** If the payment is exempted by tax treaty, the non-resident must provide the University with a completed and signed form 8233 (may be obtained from Tax Services, 401 Park Building).

**Processing Time:** To allow for sufficient processing time and to adhere to a waiting period required by the IRS, a completed and signed form 8233 and applicable statements must be in the office of Tax Services three (3) weeks prior to the date payment is due.

### Instructions:

- A. Call Tax Services at 581-5414 for information regarding tax provisions for non-resident aliens.
- B. Complete form 8233, if applicable. Attach the following:
  1. Copy of I-9 form (front & back)
  2. Copy of visa
  3. Copy of social security card or individual taxpayer identification card.
- C. Submit completed form 8233 with all required items to Tax Services, 401 Park Building.

**Taxes Withheld:** In the event that the non-resident alien (1) does not choose to file form 8233 and/or (2) does not qualify for an exemption, 30% of the proposed payment will be withheld and remitted to the IRS.

**Preparing The Requisition:** Requisitions should be typewritten. The paper requisition (available from Purchasing) is most easily completed using a typewriter set to 1-1/2 line spacing (1/4") and equipped with a 12 pitch (12 cpi) typeface. The web requisition can be completed on-line before printing. The following information is required for the requisition to be processed. Incomplete requisitions will be returned to the issuing department.

### Box #

- 1 **Requisition Date:** Date the requisition is mailed or faxed to Purchasing.
- 2 **Requesting Department:** Complete department or operating unit name.
- 3 **Deliver To Attention Of / Phone #:** Name and phone number for whom the order is intended.
- 4 **Bldg / Room:** Complete name of the building and the room number for whom the order is intended.
- 5 **Ship To Code:** 10 digit Ship To Code corresponding to the above building and room number. Include all leading zeros. The department copy of the PO will be sent to the address indicated by this code. All merchandise will be delivered to this address (by the supplier or the Receiving Department) unless an alternate address is furnished in box 14.
- 6 **Questions Regarding This Request:** First and last name and phone number of the person to be contacted regarding any questions about this request.
- 7 **Vendor Name and Address:** Complete name and address of suggested vendor(s). The final selection of a supplier is the responsibility of the Purchasing Department.
- 8 **Sales Person / Phone # / Fax #:** Name, phone and fax numbers of the vendor's sales representative.
- 9 **Accounting Distribution:** Enter one or more valid chartfield combinations. If using more than one chartfield combination, numerically label each in the "DIST LINE #" field for proper distribution in box 15. If required, additional chartfield combinations must be referenced using a Requisition Continuation Form. Equipment accounts must be used for capital, fabricated, and insurable equipment as defined in PPM 4-2 V.A.3.a., and box 17 must be completed.
- 10 **Funding End Date:** Earliest funding end date for any of the chartfield combinations listed.
- 11 **Quantity:** Quantity required.
- 12 **Unit Measure:** Enter the appropriate unit of measure (e.g., each, box, case, roll, carton, etc.). The unit of measure relates to how the item is packaged or grouped for sale (e.g., 12 ea vs. 1 doz).
- 13 **Estimated Unit Price:** The estimated, or exact, unit price for each item. Unit price is the dollar amount for one unit, regardless of the quantity. Note the relationship between Quantity, Unit Measure, and Unit Price (e.g., 12 ea @ \$1.00 ea vs. 1 doz @ \$12.00 per doz).
- 14 **Description:** Provide a complete product description, including vendor's catalog number, number of items in each box, case, or carton, and any special handling, delivery, or payment instructions (e.g., ship on dry ice, ship overnight, insure for full value, hazardous material, payment must be authorized by a specific individual, etc.). Long distance phone ordering charges and special handling/shipping charges are borne by the requesting department. If more space is required, continue on a Requisition Continuation Form or attached (plain) sheet. Do not use another requisition.
- 15 **Accounting Distribution:** If using more than one chartfield combination, enter its respective numeric label (from box 9) in the "DIST LINE #" field and either its corresponding dollar amount or quantity.
- 16 **Estimated Total of the Requisition:** Dollar amount of the estimated total of the entire requisition. If using more than one sheet, enter the subtotal for each page and the grand total on the final page.
- 17 **Capital, Fabricated, and Insurable Equipment:** Department's Asset Control Unit number (for Property Accounting / Asset Management purposes) and any asset number being affected by the requisition (e.g., trade-in of existing equipment, fabricated equipment, etc.).
- 18 **Signatures:** One signature on the requisition must be included on the signature authorization form(s) for the chartfield combination(s) listed in box 9.