

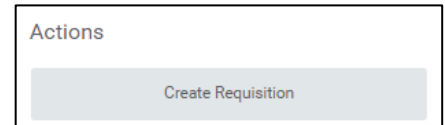
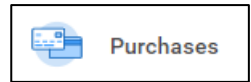
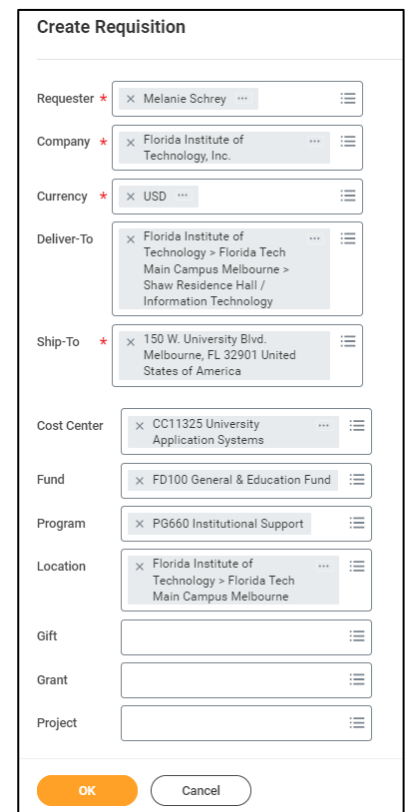
Purchase Requisition – Request Non-Catalog Items

Overview

Purchase requisitions can be entered through Workday and will route through electronic approvals. Once all departmental and funding approvals are complete, it will route to the Purchasing Department for generation of the Purchase Order. Workday requires attachments for Purchase Orders.

Initiation Process

1. Select the **Purchases** Application
 - a. Can also use the top search bar and type “Create Requisition”
2. Select **Create Requisition**
3. Complete or update as needed all the required fields (indicated with a red asterisk *****) and any non-required applicable fields
 - a. Requester – Defaults to initiator’s name
 - b. Company – Defaults to initiator’s company, typically **Florida Institute of Technology, Inc.**
 - c. Currency – Keep as USD
 - d. Deliver-To – Defaults to initiator’s workspace (if populated)
 - e. Ship-To – Defaults to main campus address
 - f. Cost Center, Fund, and Program – Defaults to initiator’s worktags
 - i. Can overwrite here if charging the whole Requisition to a single funding source or can overwrite later if multiple funding sources will be used
 - ii. If the Cost Center is entered, the default Fund and Program will automatically populate
 - iii. If a Grant, Gift, or Project are entered, the default Cost Center, Fund, and Program will automatically populate
 - g. Location – Defaults to Main Campus Melbourne
4. Click **OK**
5. Select **Request Non-Catalog Items**
6. Select a Non-Catalog Request Type – Request Goods or Request Service – and complete all required fields (*****)
 - *If you are ordering a good that requires a deposit*, you must select Request Service and enter the details in the Internal Memo field (visible on the following page). Even though it is a Good, the request type must be entered as a Service in order to enable a deposit payment
 - *If you are charging this requisition across multiple fiscal years*, you must select Request Service and enter the details in the Internal Memo field (visible on the following page)
 - a. Goods
 - i. Item Description – Large text field to describe the item
 - ii. Supplier Item Identifier – Part number from the supplier, if applicable

Create Requisition

Requester *

Company *

Currency *

Deliver-To

Ship-To *

Cost Center

Fund

Program

Location

Gift

Grant

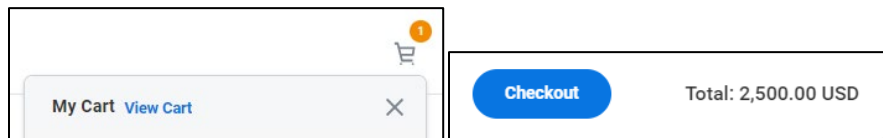
Project

OK

- iii. Spend Category – Type of item (this drives the ledger account behind the scenes)
 - iv. Supplier – The company the item is coming from
 - a. Can type all or part of the Supplier name and hit Enter to search
 - v. Supplier Contract – Field will be empty unless a contract is selected
 - vi. Quantity – Number of items
 - vii. Unit Cost – Cost per item
 - viii. Unit of Measure – How the items are defined (e.g. Each)
 - ix. Extended Amount – Automatically calculates (Quantity x Unit Cost)
 - x. Memo (to Supplier) – Additional text field to record any necessary information to go to Supplier
- b. Service
- i. Description – Large text field to describe the service
 - ii. Spend Category – Type of service (this drives the ledger account behind the scenes)
 - iii. Supplier – The company providing the service
 - a. Can type all or part of the Supplier name to search
 - iv. Supplier Contract – Field will be empty unless a contract is selected
 - v. Start/End Date – Anticipated dates the service will be provided
 - vi. Extended Amount – Cost of service
 - vii. Memo (to Supplier) – Additional text field to record any necessary information to go to Supplier

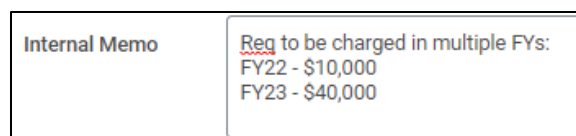
7. Click **Add to Cart**

8. Continuing adding additional items or click **Cart** icon in upper right to select **Checkout**



9. Complete or update as needed all the required fields (indicated with a red asterisk *****) and any non-required applicable fields

- a. Request Date – Defaults to today’s date
- b. Currency – Keep as USD
- c. High Priority – Check as necessary
- d. Sourcing Buyer – Leave blank
- e. Memo to Suppliers – Enter any additional information to go to Supplier
- f. **Internal Memo – Must be entered for a Good that requires a deposit or to charge Req across multiple fiscal years**
 - i. If you are ordering a good that requires a deposit, enter the details using this format: “Deposit of \$x amount is required for this purchase” -or- “Deposit of x% is required for this purchase”
 - ii. **If you are charging this req across multiple fiscal years**, enter the details to alert the Budget Office to adjust the fiscal year dates to be charged. Example Internal Memo:



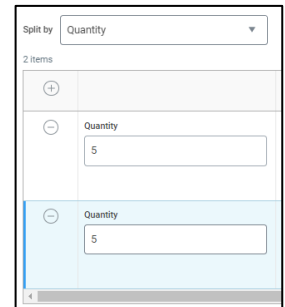
- I. This process is for multiple year Purchase Orders with a monthly invoice sent by the Supplier. This is not for prepaid items where you pay one invoice for multiple years
- II. This can only be created at the Requisition process, not after the Purchase Order has been issued
- III. Requisition is split by year by entering one row for each fiscal year
- iii. Purchase Order must remain open for the duration of the requested multiple fiscal year dates

10. Review Goods or Services lines

- a. Complete all the required fields (indicated with an asterisk *)

Cost Center	*Fund	Program	Location	Gift	Grant	Project	Additional Worktags	Splits
CC11325 Administrative Applications	FD100 General & Education Fund	PG560 Institutional Support	Florida Institute of Technology > Florida Tech Main Campus Melbourne					0

- i. Spend Category – **Choose type of item from dropdown menu**, this drives the ledger account behind the scenes
- ii. Supplier – If not populated, type name of Supplier and hit Enter
- iii. Memo (to Supplier) – Optional, additional text field to record information for Supplier
- iv. Cost Center, Fund, and Program – Defaults based on the header information, can be updated or split as needed
 - I. To split the funding – Select the **0** button in the Splits column
 - II. Can split by **Amount** or **Quantity**
 - III. Click the Add button **+** to add lines
 - IV. Click **Done** when finished



- 11. **To charge this requisition across multiple fiscal years**, be sure to add an additional row – one for each fiscal year to be charged – and copy the Internal Memo information into the Description field

Order	Image	Company	Item	Description	*Spend Category	Extended Amount	Dat
+		Florida Institute of Technology, Inc.		FY22 - \$10,000 FY23 - \$40,000	Electrical Services	10,000.00	Sta
+		Florida Institute of Technology, Inc.		FY22 - \$10,000 FY23 - \$40,000	Electrical Services	40,000.00	Sta

- 12. Add an Attachment – At least 1 attachment is required

13. Click **Submit**

- a. May **Save for Later**, this will save the request as a draft which you can access/edit in My Requisitions

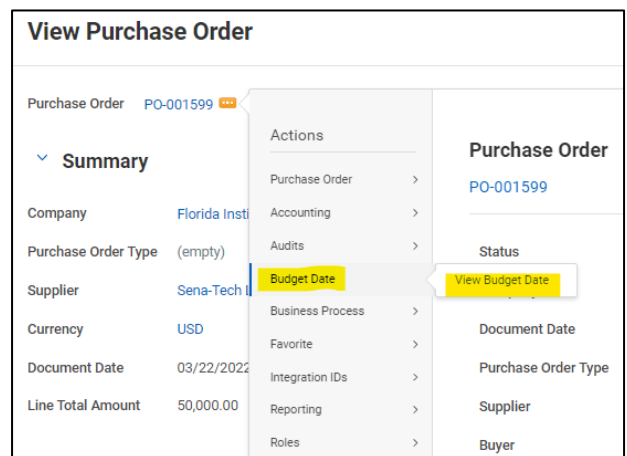
Approval Business Process

Approvers can Approve, Send Back (return for correction), or Deny (disapprove the request permanently)

1. Supervisory Organization Manager
2. Cost Center Budget Manager
3. Cost Center Manager
 - a. If multiple cost centers, will go to all Managers
 - b. If same as Supervisory Organization, does not require duplicate approval
4. Payroll (If a special spend category for payroll and not related to a cost center)
5. Accountant (If a special spend category for accountants and not related to a cost center)
6. Operational Accountant (If a special spend category for accounting manager and not related to a cost center)
7. Project Manager (If funding source includes a Project worktag)
8. Grant Manager (If funding source includes a Grant worktag – Principal Investigator)
9. Grant Accountant (If funding source includes a Grant worktag – Office of Sponsored Programs)
10. Gift Manager (If funding source includes a Gift worktag)
11. Hierarchy Level 3 (If requisition > \$15k)
12. Hierarchy Level 2 (If requisition > \$50k)
13. Hierarchy Level 1 (If requisition > \$100k)
14. Check Budget
 - a. If budget is insufficient → Cost Center Manager to request an override if needed
 - b. Budget Administrator to approve
15. Routes to Buyer in Purchasing for Approval & Sourcing
 - a. If req is being charged across multiple fiscal years, Purchasing will notify the Budget Office to edit the Budget Fiscal Year on the appropriate line item as stated in the Internal Memo

Next Steps

1. Purchasing will generate the Purchase Order
2. PO will be sent electronically to Supplier
3. Initiator can check My Requisitions Report at any time to see if a PO number has been issued
4. Once a PO has been issued and the Status shows as Approved and Goods/Services are received, initiator will need to Create Receipt to generate a payment to Supplier, follow the **Create Receipt Job Aid**
5. **If this PO is being charged across multiple fiscal years,** initiator can review the Budget Dates by clicking on the PO number's related actions, as shown:



View Purchase Order

Purchase Order PO-001599

Summary		Actions	Purchase Order
Company	Florida Insti	Purchase Order >	PO-001599
Purchase Order Type	(empty)	Accounting >	Status
Supplier	Sena-Tech	Audits >	Document Date
Currency	USD	Budget Date	Purchase Order Type
Document Date	03/22/2022	Business Process >	Supplier
Line Total Amount	50,000.00	Favorite >	Buyer
		Integration IDs >	
		Reporting >	
		Roles >	