

STANDARD OPERATING PROCEDURE # FAC 3.025**Subject: Operating Budget Purchase Requisition Procedure**

Purpose/Scope: Define the process for Facilities Management for operating (E&G, carry forward, and auxiliary) purchase requisitions.

Procedure:

1. Project Manager will complete current requisition worksheet, which is located on the Facilities' shared drive. Initiator will compile appropriate documentation, complete with vendor quote/proposal, as indicated by Procurement and Contract's guidelines.
2. Requisition documentation is forwarded to the Business Manager, who will upload to Docusign for signature routing. After all signatures are obtained, the Business Manager enters the requisition information into Banner.
3. Once the requisition is approved in Banner, the Business Manager will submit all supplemental documentation, including quote and any other necessary information, to Procurement and Contracts via email to procurement@uwf.edu (copying the Project Manager). Designated department staff member will retain electronic copy of fully executed documentation in appropriate location on the Facilities' share drive.

Developed by: Facilities Planning & Construction

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