

PURCHASE REQUISITION TO ISSUE A PURCHASE ORDER

1. Purchase Orders (POs) are used for a variety of reasons which include but are not limited to: encumbering a purchase that is \$5,000 or more; as a standing order when you will have multiple invoices from a vendor; as a regular order when the dollar amount is over \$1,000 (if not using pcard, pay direct or departmental PO).
2. First determine if the vendor is an Independent Contractor. To do this, request a W9 from the vendor. Look at the [W9](#), go to the 3rd block down – if “Individual/Sole Proprietor” is checked the answer is yes. If they are a sole proprietor you will need to include a copy of a valid State of Colorado Driver’s License. If they do not have one, contact the Procurement Office to discuss other options.
3. If this is for a service, they must have an insurance certificate on file in the Procurement Office that meets the State Requirements. Contact Procurement to find out if a certificate is already on file—if not on file let Procurement know we need to contact them about insurance. Make sure you have the company name, a point of contact, and a phone number to give to assist in this process. Be aware—obtaining an insurance certificate may take some time!
4. Any time an individual performs a service for the college we must have a **Personal Services Waiver or Certification** on file in the Procurement Office. Contact Procurement to determine if a waiver is already on file. If one is needed, they will provide you with the paperwork to fill out.
5. A **PERA Retiree Questionnaire** (located on MyPPSC portal) must be given to the vendor to fill out and sign.
6. Fill out the form and obtain ALL necessary signatures.
7. All requirements listed above must be met before a PO will be issued by the Procurement Office. Send the completed and approved form to the procurement@pikespeak.edu and attach:
 - » W9
 - » PERA Retiree Questionnaire
 - » Valid picture ID (if required)
8. A PO will be issued to the vendor. Remember! When Procurement processes a PO they place the order—do not place the order yourself, you don’t want to get a double shipment.
9. You will receive a copy of the PO with a red stamp on it that you use for receiving purposes. Receiving and an invoice must be processed for payment.
 - a. If only a portion of your order has come in and you have been invoiced, process a “Partial Receiving Report” and route to procurement@pikespeak.edu for receiving. If this is a “Standing” PO it is good for the entire fiscal year and you will continue to process Partial Receiving reports until the end of the fiscal year (as long as you have the funds available on the PO).
 - b. If the entire order has come in and it is complete and acceptable, sign and date the stamped copy and route to procurement@pikespeak.edu for receiving.
 - c. When you sign off on stamped copy and route to procurement@pikespeak.edu, the invoices are paid and it closes the PO. If you are paying a different amount than what the PO indicates, write the difference on each PO line and write in the new total so we insure all invoices are paid before the PO closes.



PURCHASE REQUISITION

PO # _____

PIKES PEAK STATE COLLEGE
5675 S Academy Blvd. | Colorado Springs, CO, 80906

VENDOR INFORMATION

S# _____ Vendor Name _____ Phone # _____
Address _____ Email _____

DEPARTMENT INFO

Division/Department _____ Point of Contact _____
Campus to Deliver _____ Phone Number _____ Email _____ Date _____

PO INFORMATION

Type of PO: Standing (multiple invoices) Regular Does this procurement use Federal Funds?: Yes No
Service Disabled Veteran-Owned Small Business: Yes No State Pricing Agreement # _____
Software/Hardware ITSS Approved: Yes No State of Colorado Purchase Order Terms & Conditions are incorporated by reference
can be found at: www.colorado.gov/osc/purchase-order-terms-conditions

LINE	DESCRIPTION	QTY	UNIT	UNIT COST	AMOUNT	ORG & ACCOUNT
1						
2						
3						
4						
Please Note: You may find additional lines on page three of this document. The subtotal line will automatically sum your amounts from pages two and three of this document. You are responsible for providing the shipping total of all your line items.					Shipping	\$
					Subtotal	\$
					GRAND TOTAL	\$

SIGNATURES

Requester
Print Name _____ Signature _____ Date _____**Dean/Director \$10,000 Limit**
Print Name _____ Signature _____ Date _____**Vice President \$50,000 Limit**
Print Name _____ Signature _____ Date _____**President/Chief Business Officer \$50,000 or Higher**
Print Name _____ Signature _____ Date _____

PURCHASING DEPARTMENT USE ONLY	
<input type="checkbox"/> W9	<input type="checkbox"/> PERA Form
<input type="checkbox"/> Federal Funds Vendor Check	<input type="checkbox"/> Personal Services Certification
<input type="checkbox"/> Insurance Certificate	<input type="checkbox"/> Independent Contractor Certification
<input type="checkbox"/> Sole Proprietor ID	

The negotiation for and the purchase of all services, equipment, and supplies is done by the Purchasing Department. Any commitment made without the express authority of the Purchasing Agent or assistant is considered a personal transaction and to a college liability. All transactions must be covered by a requisition, which must first be cleared through the Purchasing Office and issued as a Purchase Order.

LINE	DESCRIPTION	QTY	UNIT	UNIT COST	AMOUNT	ORG & ACCOUNT
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