Purchase Requisition

Preparation and Approval Process
The Purchase Requisition

- The purchase requisitions is divided into eight parts
  1. Sources of Funds
  2. Travel section
  3. Vendor information
  4. Dates and requestor information
  5. Quantity, description, and pricing
  6. Approval signature lines
  7. Account numbers and project codes
  8. Business office section
Part 1

The source of funds must be indicated

Please place a check mark by clicking on the box next to the source or place an X next to the appropriate source

Type in or write the grant name or account name on the line next to the category checked
**Part 2**

<table>
<thead>
<tr>
<th>SOURCE OF FUNDS</th>
<th>FILL IN THIS SECTION ONLY IF YOU ARE REQUESTING TRAVEL:</th>
</tr>
</thead>
<tbody>
<tr>
<td>FEDERAL ☑️ ICCA</td>
<td>TRAVEL AUTHORIZATION</td>
</tr>
<tr>
<td>STATE</td>
<td>DATE(S): April 14 to April 17</td>
</tr>
<tr>
<td>TMCC</td>
<td>PLACE: Bismarck</td>
</tr>
<tr>
<td>PRIVATE</td>
<td>METHOD OF TRANSPORTATION</td>
</tr>
</tbody>
</table>

**PURCHASE REQUISITION**

- If you are traveling, this section must be completed on all travel related PR’s.
- Agenda must be attached to all travel related PR’s.
Step Three: Part 3

- Print or type the name, address, phone and fax number of the individual or organization to whom the check is made payable to.
- If you are purchasing something for someone else in your grant, indicate who the inventory is to be assigned to.
**Part 4**

<table>
<thead>
<tr>
<th>PAYMENT TO: Employee Name</th>
<th>DATE ISSUED:</th>
<th>3/25/2008</th>
</tr>
</thead>
<tbody>
<tr>
<td>PO Box XXX</td>
<td>DATE WANTED:</td>
<td>4/11/2008</td>
</tr>
<tr>
<td>Belcorut, ND 58316</td>
<td>REQUESTED BY:</td>
<td>Employee Name</td>
</tr>
</tbody>
</table>

- Enter the date the request is made
- The date you need the item or travel loan
- Enter the name of the individual making the request
Fiscal Policy 8.0020.04 The authorized meal rate in the Federal Register 1542 will be allowed. Receipts are not required, but the traveler must disclose the date and time of departure and return.

- Breakdown
  - Breakfast 20% of rate
  - Lunch 32% of rate
  - Dinner 48% of rate

Fiscal Policy 8.0070 Per Diem shall not be allowed for travel commencing and terminating on the same calendar day.

Fiscal Policy 8.0080 Travel of 24 hours or more:
- For travel beginning before 8:00 a.m. a breakfast allowance may be claimed.
- For travel commencing before 10:00 a.m. or ending after 2:00 p.m. a lunch allowance may be made.
- For travel terminating after 6:00 p.m. a dinner allowance may be made.
Prior to submission, required signatures must be on the PR with the exception of president, comptroller & sponsored programs.

The President, Comptroller and Sponsored Programs will sign when the PRs are presented for approval.
### Account Number

<table>
<thead>
<tr>
<th>ACCOUNT NUMBER</th>
<th>01-0002-600-5600</th>
</tr>
</thead>
</table>

**Project Code** | None

- An account number must be assigned prior to the PR being submitted to the business office.
- Project codes for construction projects or other specifically designated programs.
- PR’s need to be submitted to business office by Friday of each week for process the following Monday.
<table>
<thead>
<tr>
<th>PURCHASE ORDER NUMBER</th>
<th>ACCOUNT NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- This section is for the business office use only.