

Electronic Purchase Requisition Instructions

PR + PR Continuation (page 2) are available

Read Only at <P:\public\FORMS\Purchase ReqForm.xls>

Lines 1 through 53 represent the Purchase Requisition Form

- *Important:* PR # needs to be entered and info filled in on Lines 1-53
- * After you have completed the electronic PR form on-line:
 - A. **Save** and print 2 copies
 - B. **Store** one copy electronically
 - C. **Keep** one hard copy for your records
 - D. **Route** one hard copy as usual for signatures **on Canary yellow paper**
 - E. Budget Office will log PR, assign control #, and send appropriate PR's to purchasing office for F.O. issue

E-mail PR to PurchaseReq@wwcc.edu. Put PR # First on Subject Line)

Note: Business Services will pay immediately on PR's that do not require a F.O. and send the Purchasing Office copies (on lilac paper) with noted check #.

- Purchasing will convert all approved PR's into field orders and place orders as usual after approved hard copy of PR arrives in purchasing.
- Please take time to ensure that data input on electronic PR is in the correct areas, designated boxes and lines, so it will transfer to field order correctly.
- PR Log (*Read Only*) is available to check order status on <P:\public\FORMS\PurchasingLogFolder>.

Line 1

- **Date** Line 1 Column (TUVWX)

Line 15-29

- **Item #** Column "A" First item is Item #1. Second item is Item #2, etc.
Note: You can use up to 3 lines for one item - for example, Line 15 can accept two full lines of print. If you have a large description you may continue to Line 16 with description before moving to Line 17 for Item #2 (if needed).
- **Quantity** Line 15 Column "T". Fill in number of items needed.
- **Unit** Line 15 Column "V". Fill in each using "ea", "pkg", "ctn", "case", "box", "doz", etc.
- **Unit Price** Line 15 Column "XY". Fill in cost per item.
- **Amount** Line 15 Column "AA". Do **not** fill this in! Click in "amount" box to get total amount for each line item being ordered (Lines 15-29 are designated for this).

Line 31

- **Column AA** If no amount is shown in this box, click on it and a sub total should appear.

Line 32

▪ **Shipping**

If you know shipping amount, enter it here, Column “AA”. You can click on this box and hit backspace key to remove amount to change it.

Line 33

▪ **Column AA**

Tax - click on this box and the tax will be entered.
(Note: You do not have to figure the tax - if you change the sub total or shipping amounts, just click on “tax” and the new tax amount and total will appear.)

Line 34

▪ **Total**

Total should already be there.

Line 37

Check three boxes with “yes” or “no”, whichever is appropriate.

Line 42

▪ **Budget Code**

(If more than one code, you may go down to Line 46) - Enter budget code and hit “tab” to get to next box and enter next part of budget code. You may have to hit “tab” twice to advance to “org index”.

Line 49-51

Type vendor name and address (not Line 48).

Line 50-52

▪ **Column T-Z**

Signature lines, right hand side (hard copy only).

Line 52

Name of contact person.

Line 53

▪ **Column P-Q-R**

Phone Number - use box to the right, not the one with “phone” or “fax” in it.