

Purchase Requisition Procedures

Step 1. Make sure the vendor is in the Aggie Mart System

- To make sure a vendor is in Aggie Mart check with Gail Miller in the Business Office.
- If the vendor is not in Aggie Mart, Gail will need all the contact information
 - Business Name, contact person, phone number, and email
- the vendor will be invited to fill out questionnaire in the vendor portal.
- Depending on how quickly the vendor fills out information it can take anywhere from 1-2 weeks.
- Gail will let you know when the vendor is active in Aggie Mart and you can start the Purchase Requisition.

Step 2. Fill out the Purchase Requisition completely (example attached)

- Date
- Vendor information
 - Name, address, city, St, zip, phone, email (if applicable).
- Ship To : Your Name
- Quote # If you have one
- Select
 - Purchase with Pcard for conference registrations or airline tickets (Gail will get you card information)☒
 - Request to use Pcard if you will be going to pick up the items locally
- Quantity: The number of items you will be purchasing
- Units: each, box, dozen
- Description: describe the item in detail
- Item # if the item has as item #
- Unit Price: the price for each
- Total: this will calculate on its own from quantity and unit price. You will need to add the tax and shipping & handling
 - Attach a quote- a shopping cart is not a quote

Step 3. ● Sign: You will sign in the Requested By (Signature)

Step 4. ● Business Purpose: In detail what and why items are needed

Step 5. ● Grant Information

- Grant PI Signature
- Grant #

Step 6. ● Banner Index Numbers

- Enter the Banner Index number that will be charged
- Enter the Total amount from Step 2

Step 7. ● Approval Signatures and Date

- first line signature is your Department Head / Program Manager

Step 8. ● Submit to the Business Manager which will get additional approvals.

- Requisitions will be entered into Aggie Mart or if using the Pcard you will be notified when you can pick up the Pcard.
- When items are received, notify Gail and turn in the packing slips.