

Wheeling Jesuit University
PURCHASE REQUISITION

Supplies and Equipment
Form WJU-B1

Date: _____
Dept. Name: _____

1. Recommended Vendor/Supplier: _____
2. Item/Service to be purchased: _____
3. Not to Exceed Cost: _____
4. Approx. Delivery Time: _____
5. Dept. Cost Center Number: _____
6. Requisitioner Name: _____
Requisitioner E-mail: _____
7. Requisitioner Fax Number: _____
Requisitioner Phone Number: _____
8. Approvals Required:
Level 1: Dept. Chair, Project Manager, or Director
Level 2: Dean or Executive Director
Level 3: Controller or Manager of Finance for Sponsored Programs
 - a. Level 1 _____
 - b. Level 2, when over \$1,000 _____
 - c. Level 3, when over \$2,500 _____Division Vice President when over \$25,000 _____
V.P. for Business & Finance when over \$50,000 _____
9. Informal Vendor Bid Information when over \$1,000 (include type of Bid – Verbal or Written)
 - a. Bid 1 (Company / Cost / Type) _____
 - b. Bid 2 (Company / Cost / Type) _____
 - c. Bid 3 (Company / Cost / Type) _____
10. Formal Vendor Bid Information when over \$2,500 (all Bids must be Written)
 - a. Bid 1 (Company / Cost) _____
 - b. Bid 2 (Company / Cost) _____
 - c. Bid 3 (Company / Cost) _____

Assigned Purchase Order Number:

Provide this number to the Vendor when placing the order.
All invoices and correspondence to the Business Office must include this number.

EQUAL EMPLOYMENT OPPORTUNITY

Contractor shall comply with the Executive Order 11246 entitled "Equal Employment Opportunity," as amended by the Executive Orders 11375, 11478, and 12086, and as supplemented in the Department of Labor regulations (41 CFR, part 60). Compliance with this order is mandatory.

WHEELING JESUIT UNIVERSITY
Policy & Procedure Manual

2.1.4	Purchasing and Contracting Approval Requirements	Page 2 of 2
	2 Procurement Guidelines 2.1 General Guidelines 2.1.4 Supply & Equipment Purchasing	Last revision: 11/15/05

Varying levels of approval are required to approve a purchase requisition (B-1) or contract, depending upon the cost of the goods or services being procured. If more than one signature is shown for a given level, then **all** signatures listed are required.

Those responsible for approving purchases may delegate signature authority to their subordinates if a written statement is on file in the Finance Department. The responsibility, however, remains with the individual having the original authority to approve.

The following signatures are required:

Purchase Amount:	Signature(s) Required:
Under \$1,000	Level 1: Approval by Department Chair, Project Manager, or Director
\$1,001 - \$2,500	Level 2: Informal bidding and approval by Level 1 and Dean or Executive Director
\$2,501 - \$25,000	Level 3: Formal bidding and approval by Level 1, 2 and the Controller or Manager of Finance for Sponsored Programs
over \$25,000	Formal bidding and approval by all of the above and the Division Vice President
over \$50,000	Formal bidding and approval by all of the above and the Vice President for Business and Finance

Informal Bid: Telephone/Verbal Quotation

Formal Bid: Written Quotation