

Requisitions

Requisitions for Supplies and Equipment

Requests for supplies, equipment and services, including repairs to buildings and equipment, must be submitted on an ePro requisition and approved by the authorized DeptID/ProjID or designee.

Requisitions are actual obligations of departmental funds and they must show the actual or estimated cost.

Due Dates

In EIS, the Due Date signifies a delivery due date for the vendor, or the beginning and ending dates for services. In most cases, using current realistic future date is acceptable for goods. For Services, use the ending date of the service. Examples:

- 8/31/XX - maintenance, blanket order with effective date for the fiscal year
- 9/30/XX - memberships, subscriptions with effective dates of 10/1/XX – 9/30/XX

Procurement Services' goal is to process properly submitted requisitions within the processing times listed under the "Procurement Services Process." If the product/service is needed in shorter time than normal processing times would allow, follow **Rush Procedures**.

Description on Requisitions

The description on an ePro requisition should be concise, but complete. It is not enough to put only a catalog number, model number, or a single word description. Be as specific as possible at the beginning of the description, as the appropriate UNT System component's Central Receiving area and Payment Services view only the first 30 characters of the description.

Products

For products, begin the description with the generic description of the item, followed by a catalog or other product number. Where appropriate, state the size, color, weight, functions, etc. When using box, package, carton, case, or other bulk terminology for the Unit of Measure, include the number per carton case, etc. in the description. Example: 4/bot/ctn.

Description of Product Examples

- Incomplete: Tubes, 21008-678
- Complete: Corning 15 mi Conical Centrifuge Tubes Sterile, 21008-678, 500/case

Services

For services, begin the description with specific information and include date(s) of services or effective dates. There is no need to include "For services to be rendered to provide".

Description of Service Examples

- Incomplete description: Scanner Maintenance
- Complete description: FYXX Annual Maintenance for Kodak 1780 Document Scanner (S/N #5150). Effective 9-1-XX to 8-31-XX

Encumbrances

Pre-encumbrances

Pre-encumbrances begin with the budget check of a requisition in the ePro process. Requisitions require a valid pre-encumbrance be submitted for approval.

When a budget check is performed on a requisition, it represents a review of budget monies available for the purchase and a "set aside" of those funds for future payment to a vendor. Each activity associated with budget checks may be reviewed through the online Cognos system, the software used by UNT System for budget reporting, which reflects the flow of encumbrance activities. Transactions are updated to the Cognos database nightly.

Encumbrances

Encumbrances occur when POs are budget checked and they reserve or hold funds for future payment to the vendor. Budget checking is one of the steps in the process when Procurement Services create the PO from the approved requisition. The PO process should automatically reverse or negate the pre-encumbrance of a requisition.

Expenses

Expenses are the financial activity with the payment process of a voucher. An invoice is generally the catalyst for the payment process. Budget checking a voucher should automatically reverse or negate the dollar amount from the PO encumbrance. The payment to the vendor is reflected as a debit to the DeptID/ProjID. A DeptID/ProjID holder of record must personally review and certify budget transactions monthly.

Justification/Comments on Requisitions

A business justification is necessary for each and every purchase/request for reimbursement made with UNT System funds.