

# State Procurement Manual

DOA-3449 N(R06/94) Formerly AD-P-12

		Number PRO-E-2
		Effective 4-1-00
Section CONTRACTING, ORDERING, RECEIVING AND PAYMENT	Agencies Affected ALL	Replaces 1-1-82
Title PURCHASE REQUISITION		Page 1 of 2

**AUTHORITY:**

[Wis. Stats. 16.72\(4\)](#)  
[Wis. Adm. Code Chapter Adm 5](#)

**SCOPE:**

- to establish authority for the development and administration of the state requisition process
- to establish policy and procedure for use of the Purchase Requisition form

**CONTENT:**

- I. All supplies, materials, equipment and contractual services are purchased for and furnished to any state office through a requisition process only, prescribed by the State Bureau of Procurement.
- II. The agency purchasing office is authorized to administer the requisition process within the agency it serves.
  - A. The Purchase Requisition (form [DOA-3066](#)) may be used. (This form is available on VendorNet and electronically. See [PRO-C-36, Requesting Electronic Forms.](#)) This form is designed and reviewed periodically by a standards committee composed of agency representatives serving in an advisory capacity to the Bureau. Agencies may use an alternate form with similar information.
  - B. Agency offices submit the original copy of the completed Purchase Requisition to the purchasing office, following the required approvals. The remaining copies are for agency internal use.
- III. Purchase Requisitions are numbered in sequence and logged in a permanent record by number and brief description. In certain cases, the Bureau may authorize nonsequential numbering to meet specific agency needs.
- IV. Complete information should be provided on the Purchase Requisition, including the following:
  - A. Suggested vendors, description of materials, with manufacturer, model number, physical description, size, color and other data as applicable. Description of service, telling what is to be done, where, by whom and for how long.

Authorized:



Director  
State Bureau of Procurement

# State Procurement Manual

DOA-3449 N(R06/94) Formerly AD-P-12

		Number PRO-E-2
		Effective 4-1-00
Section CONTRACTING, ORDERING, RECEIVING AND PAYMENT	Agencies Affected ALL	Replaces 1-1-82
Title PURCHASE REQUISITION		Page 2 of 2

- B. Quantity and unit, giving additional information if needed in the description column. Quantities are expressed in the smallest units. For statewide contract items, quantities are expressed on the Purchase Requisition in the same form as on the statewide contract.
- C. Commodity code number for each item.
- D. Pricing, with unit price, extensions and total price. If actual prices are not known, estimated prices will appear in the total column.
- E. Accounting data, to be provided in extent and format set by intra-agency prerogative.
- F. Delivery requirements as follows:
  - 1. A calendar date which takes into account lead time for the vendor.
  - 2. Point of delivery including the name of the person responsible for receiving, room number, name of building, street, city and zip code.
  - 3. F.O.B. point. See PRO-E-5, Receipt of Damaged Goods, for F.O.B. definitions.
- G. Supplemental lists, where the number of line items exceeds the space available on the Purchase Requisition. In such cases, the general commodity classification only is shown on the form, with reference to the detailed list attachment.

Authorized:



Director  
State Bureau of Procurement