



University of Connecticut Health Center

POLICY NUMBER 2006-29

October 13, 2006

POLICY: PURCHASING A-4: PURCHASE REQUISITION SOURCE DOCUMENT

PURPOSE:

This policy establishes guidelines for initiating a procurement action for supplies, equipment, or contractual services.

SCOPE:

All University of Connecticut Health Center (UCHC) faculty and staff.

POLICY STATEMENT:

The Purchasing Department of the University of Connecticut Health Center shall be in receipt of a fully approved Purchase Requisition (PR) (Source Document) prior to initiating a purchase transaction for supplies, equipment, or contractual services. All purchases, regardless of ordering mechanism shall be reviewed, approved, and processed by the Purchasing Department to ensure compliance with State and Federal purchasing statutes, group buying organizations and cooperative purchasing organization regulations. All systems relating to the purchase of supplies, equipment, and contractual services shall be approved and monitored by the Purchasing Department.

Definitions:

1. Business Owner (BO) – The person or department submitting PR for material, service or equipment.
2. Fiscal Reporting System (FRS) – Financial enterprise system which generates PR's, Purchase Orders (PO's), tracks receiving and returns of merchandise and all financial transactions.
3. Purchase Requisition (PR) – FRS on-line requisition system generated form used by employees to request the purchase of materials, services or equipment by the Purchasing Department. Some Capital Equipment purchases, purchases with more than four business accounts, and purchases where the BO has no FRS access use a paper three-part, pre-numbered requisition form (form HCA-39) which shall have the appropriate department and authorized signatures(budget and/or grants). Both types of PR's are documents which give the authority to buy and commit funds. These requisitions also describe for the Purchasing Department requested material, service or equipment.
4. Purchase Order (PO): A computer generated form issued by the Purchasing Department to procure supplies, materials, contractual services or equipment requested on a PR.
5. Vendor: The supplier of materials, services or equipment requested on a PO.
6. Purchase Transaction (PT): A PO issued against an approved PR between UCHC and a vendor for the exchange of goods or services for payment.

7. Non-Purchasing Transaction: A commitment which does not require a PO. The responsible departments for these transactions are:
- Research Finance: Personal Service Agreements
 - Accounts Payable:
 - a. honorariums, stipends, clinical study/research payments, tests, donations, etc.
 - b. subscriptions, advertisements, dues and memberships under \$10,000.
 - c. employee reimbursements
 - Bursar: Travel Authorizations (hotel and convention rooms not included).

Responsibilities

1. **Director of Purchasing** is responsible for ensuring compliance to the policy.
2. **Assistant Director of Purchasing** is responsible for reviewing all Purchase Requisitions determining if materials, equipment or contractual services are to be bid, assigning them to the appropriate Purchasing Services Officer and to act in the absence of the Director of Purchasing
3. **Purchasing Services Officer** is responsible for reviewing Purchase Requisitions and ensuring all necessary signatures are in place prior to any procurement action
4. **Business Owner** – is responsible for providing an authorized Purchase Requisition to the Purchasing Department and to notify the Director or Assistant Director of Purchasing of any potential conflict of interest.

[Link to Purchasing A-4](#)

Robert W. Murphy

11/14/06

Director of Purchasing

Date

Peter Deckers

11/20/06

Executive Vice President for Health Affairs

Date

NEW POLICY: October 13, 2006