GENERAL REQUISITION FORM

(636) 481-3121

The specific requirements of the process depend on the cost/dollar amount. The categories are less than $5,000 / $5,000 to $9,999 / $10,000 to $24,999 / $25,000 and up. This is detailed in the Procurement Policy and Guidelines . (Rev. 6/08/2023) – location listed below.

All cost levels usually start with a General Requisition Form – this can be found through the process listed below in the Reference. As a reminder, Jefferson College is tax exempt.

The Basic Process

A **General Requisition Form** is completed (including a V#, if none then a completed W9 attached) and **signed by the requestor.** At this point an order has not been placed!

It goes to their **Budget Manager** who *verifies* the budget compliance and reasonableness and **signs** the form.

Any other required signatures are gathered. **All purchases require at least 2 (different) signatures – at a minimum.** *Any Contract documents must have signatures as well.*

The General Requisition Form goes to the Business Office with the appropriate *documents* attached (depends on the amount of purchase).

The Business Office will produce a Purchase Order, and that will be issued to the Vendor **(must have vendor contact info including email).**

The vendor completes your order.

The vendor generates a bill/invoice. The invoice is signed & dated by the receiving person/ department representative verifying receipt of the order. The invoice then goes to the Business Office (within a week of receipt please) for payment to be issued. **(recommend to the vendor to copy AP@jeffco.edu on electronic / email invoices).**

The Vendor gets paid.

All of these items are official documents and are subject to audit.

Reference

Procurement Policy and Guidelines (Rev. 6/08/2023) and the General Requisition Form can be found on **MyJeffco**.

Click your way there: **MyJeffco – Employee – Other – Finance and Administration – Forms** – lots of useful stuff here!

revised 9/5/24

Questions? Call or come see us! We look forward to working with you.

Jefferson College