

## **PURCHASE REQUISITION FORM**

- Any purchase or invoice of a **supply or good between \$5,000.00-\$24,999.99**.
- Any **Flashcart** vendor **supply or good from \$5,000.00+**.
- Any **service exceeding \$50,000.00** (except for utilities). Include vendor invoice. Anything exceeding this amount, for a service, will require a Request for Proposal (RFP) from the Procurement Department (only if one has not already been issued). Any services as such must be “bid” to ensure the university is receiving the best pricing for the service being rendered.