PURCHASE REQUISITION

The Morehouse College Business Office oversees the management and accounting for all grant and contract funds. However, the fiscal and reporting policies of the U.S. Department of Education, through guidelines issued in EDGAR and rules in the Federal Register, require a more detailed management and record keeping system than is usually practiced by operating units of the College. Federal regulations require a complete accounting of all federal and College time and resources which directly impact the grant’s activities. The Title III Director and the Office of Business and Finance, together, must account for proper expenditures and balances of grant funds on a regular basis in keeping with the grant terms.

Follow these steps to ensure adherence with College policy and U.S. Department of Education requirements for Title III:

1. Provide a detailed description of the items requested for purchase.
2. Include the correct fund codes to be sure that the correct budget is charged for the requested purchase.
3. Attach the appropriate documentation for the requested purchase: (quotes, invoices, product description with prices, receipts, etc.)
4. The respective Activity Director must sign the requisition and forward it to the Title III Program Administration Office for the signature of the Title III Director (or designee) before being submitted to the Budget Office.

For the purchase of goods (including equipment) with a unit price exceeding the small purchase threshold of $5,000, the following steps must be followed:

   a. Accurately complete and sign the Vendor Selection Checklist (See Appendix G-3).
   b. Provide a description of the selection process to evidence the rationale or justification for selecting the vendor.
   c. Attach at least three quotes/bids to the requisition.
   d. Provide a copy of the System for Award Management printout for the selected vendor. The website verifies whether or not the selected vendor has no debarment. (Go to www.sam.gov)
   e. If the selected vendor is new, a completed Vendor Application (See Appendix I-1) and W-9 (See Appendix I-2) must be submitted to the Title III Program Administration office and the Purchasing Office.

All requisitions using Title III funds must be submitted to the Title III Program Administration Office at least fourteen (14) days prior to the anticipated execution date and before being processed by the Budget Office. All purchases must conform to those items listed in the Title III budget narrative. Title III funds are restricted funds, and may not be used to support activities that are not a part of the approved Title III activity budget and budget narrative. Neglecting to follow the above procedures may delay the processing of the requisition. The Title III Program Administration Office requires at least 48 hours for the processing of any requisition.
**PAPER REQUISITION VS. ONLINE REQUISITION**

All requests for supplies, equipment, services, rentals, subscriptions or other transactions that involve charges to the Title III grant require the initiation of a purchase requisition. When preparing a requisition for processing, use the chart below to determine whether a paper requisition or an online requisition should be used.

<table>
<thead>
<tr>
<th>Use a Paper Requisition when generating:</th>
<th>Use an Online Requisition when generating:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check Payments</td>
<td>Purchase Orders</td>
</tr>
<tr>
<td>Internal Purchases</td>
<td></td>
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<tr>
<td>Contracts</td>
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