

MURC REQUISITION QUICK REFERENCE

Purchase orders are a method of procurement, not payment. The documentation described below should be submitted by the department and approved by MURC Compliance/MU Procurement Services **before** the goods or services are ordered.

A requisition is required for:

1. Orders greater than $9,999 and all equipment.
2. Orders that include terms and conditions, regardless of amount.
3. Orders involving a contractual agreement, regardless of amount.

REQUISITION PACKET (DOCUMENTATION REQUIRED)

For orders between $0 and $24,999:

1. Quote from vendor (requested by department).
2. Requisition created in Banner. The requisition # should be referenced in the top right-hand corner of the quote.
3. MURC addendum – only if there are terms and conditions associated with the quote.
4. Submit all required documentation via email to MURC Compliance.

Orders between $25,000 and $49,999:

1. Quotes from three different vendors or Direct Award Form completed.
    a. The department is permitted to gather their own quotes at this level. The vendor with the lowest quoted price should be selected.
    b. Direct Award Form – if only one vendor can provide the good or service, a Direct Award Form should be completed. All Direct Award requests are reviewed by MU Procurement Services.
2. Requisition created in Banner. The requisition # should be referenced on the top right-hand corner of the selected quote.
3. MURC addendum – only if there are terms and conditions associated with the selected quote
4. Submit all required documentation via email to MURC Compliance.

Orders $50,000 and more:

1. Formal bidding or Direct Award Form required (consult with MU Procurement Services)
2. Please note: MU Procurement Services will solicit quotes through formal bidding. The department is not permitted to request their own quotes at this level.
3. MURC addendum required
4. Requisition created in Banner. The requisition # should be referenced on the top right-hand corner of the selected quote.
5. Submit all required documentation via email to MURC Compliance.

AFTER THE FACT PURCHASES

After the fact purchases are purchases made without prior approval from MURC Compliance or MU Procurement Services. These orders are against policy. Payment of such orders will be reviewed on a case-by-case basis and payment is subject to the department cost recovery account.

Required Documentation:

1.) Non-Compliant Purchase Memo Form complete detailing:
   a. Why the purchase was made outside of the required purchasing procedures.
   b. The steps the department will take to prevent a similar situation from occurring in the future.

   Note: The memo must be signed by the PI of the fund in question.
2.) Invoice from vendor
3.) Requisition created in Banner. The requisition # should be referenced on the top right-hand corner of the invoice.
4.) Submit all required documentation via email to MURC Compliance.

LIFE CYCLE OF A REQUISITION

1.) The department emails the completed requisition packet to MURC Compliance. Any necessary vendor signatures must be obtained by the department prior to submission. The requisition number should be referenced on the first page of the documentation in the top right-hand corner.
2.) MURC Compliance reviews the budget of the MURC fund for allowability, obtains any required MURC signatures on addendum/contract, and approves the requisition in Banner for MURC Compliance.
3.) MURC Compliance submits the approved requisition to MU Procurement Services through the Procurement ticketing system.
4.) MU Procurement Services reviews the requisition and converts it to a Purchase Order (PO). MU Procurement Services then sends the completed Purchase Order to the vendor, MURC, and the department contact.
5.) The department submits an invoice referencing the PO number to MURC Accounts Payable for payment (MURC_Accounts_Payable@marshall.edu). Payment can only be issued after the Purchase Order has been established and an invoice has been received. MURC will not issue payment based on a quote.
6.) MURC Accounts Payable confirms receipt of the items, processes payment of the invoice, and closes the Purchase Order.

FREQUENTLY ASKED QUESTIONS

When is a requisition required?

1. Orders greater than $9,999 and all equipment.
2. Orders that include terms and conditions, regardless of amount.
3. Orders involving a contractual agreement, regardless of amount.

When is a MURC addendum required?

A MURC addendum is required whenever terms and conditions are associated with an order.

Who gets the MURC addendum signed by vendor?
The department gets vendor signature on the addendum and sends to Compliance for countersignature. This form should be submitted at the same time as the full requisition packet. Please send packet in one document. Avoid sending documents in piece mail.

Who creates the requisition in Banner?
The department creates the requisition in Banner.

I don't have access to my fund in Banner yet. Can I go ahead and submit the paperwork?
No. Wait until access has been granted to create the requisition in Banner, then submit.

What if the vendor has changes to the MURC addendum?
Send requested changes to MURC Compliance.

How is the requisition packet submitted?
Send completed requisition packet via email to your assigned MURC Compliance administrator. Once approved, MURC Compliance submits approval to MU Procurement Services via the Procurement ticketing system.

How long does a requisition take to be converted into a PO?
If all required documentation is submitted, conversion to a PO typically takes approximately 7-10 business days.

When is a Direct Award form required?
Required for any order over 25k in which only one vendor can provide the good/service. Consult with MU Procurement Services.

What happens if the order was placed by the department and did not go through MURC Compliance/MU Procurement Services?
This order is considered unauthorized and after the fact. After the fact purchases are subject to payment from the departments cost recovery funds. See after the fact section for details.

Can PI sign any contracts, such as hotel contracts?
No. Only authorized MURC officials may sign on behalf of MURC.