

Category:	Financial	<p style="text-align: center;">INCA Community Services Financial Procedure</p> 
Sub Category:	Procurement	
Effective Date:	06/30/2011	
Reviewed/ Revised Date:	07/15, 10/20, 01/21, 3/22, 3/23, 3/24, 03/25, 3/26	
Forms:	Quotes and Bids, Receiving Report, Email documentation	
Related Policies:	Procurement Standards, Purchasing Process	
Responsible:	Management Members, Program Directors, Executive Director, Bookkeeping, Purchasing Agent	

Electronic Purchase Requisition

Purpose/Introduction

A purchase requisition will be completed for all purchases of office and or program supplies, equipment and services greater than \$200. The purpose of these procedures are to provide step by step instructions on how to do an electronic purchase request by email.

The employees initiating procurement should follow the specific requirements of their funding source. In the absence of specified requirements for a program, the following guidelines will be followed.

Exceptions

Items not requiring a purchase request are rent, utilities, phone, insurance, travel and emergency services as outlined in the [Procurement Standards](#). However, properly documented invoices/contracts are required.

Email Guidelines

- Open your agency email account
- Compose a new email
 - To:
 - Program Director
 - Subject:
 - Purchase Request
 - Vendor Name
 - Contract or Program
 - Amount Requested

Examples (Subject Line)

Example #1

- *Subject Line:*

- *Purchase Request - Wyricks - DHS-01-Thompson-08 - \$300.00*

Example #2

- *Subject Line:*
- *PR - Sonny's Grocery Store- Head Start - \$1,000.00*

Example #3

- *Subject Line:*
- *PR - BOA - Erica Pogue - Staples - JAMM Transit - \$525.00*

Body of Email

- Please approve the purchase request (PR) for.....
 - Name of Vendor
 - Amount Requested
 - Contract or Program
 - Line Item
 - Purpose

Examples (Body of Email from Requestor)

Example # 1

- *Please approve PR for Wyricks Lumber Yard for \$300.00 from contract DHS-01-Thompson-08 to purchase supplies.*

Example #2

- *Please approve the purchase request (PR) for Sonny's Grocery Store in the amount of \$1,000.00 from Head Start for grocery supplies for Atoka Head Start.*

Attachments: Quotes and Bids

Quote and Bid Form and supporting bid information should be attached to the e-mail or in the body of the email.

Attachment: Sole-Source (May be included in the body of the e-mail)

A sole-source is one in which the item can only be purchased from a specific vendor. This situation makes it impossible to obtain competitive bids. In a sole-source situation, documentation is required from the requisitioner explaining why an item must be obtained from the specified vendor and may not be bid out. [See Procurement Standards](#)

Attachment: Emergency Orders (May be included in the body of the email)

An emergency is defined as "a sudden, generally unexpected occurrence demanding immediate action!" Failure to plan or anticipate supply needs is not considered an emergency. True emergency examples are: Broken windows, vehicle repairs, breakdown of vital equipment, (e.g. plumbing, electrical, etc.) [See Purchasing Process](#)

Program Director Electronic Approval Process

Email the request to the program director for approval. Do not email directly to bookkeeping.

- Prior to approval the Program Director must review the request to determine if the request is allocable, reasonable and allowable.
- The Program Director will then forward the email to the appropriate chain of approval as outlined in the [purchasing process](#).

Body of Program Director Email

- I approve purchase request (PR) for.....
- Name of Vendor
- Amount Requested
- Contract or Program
- Line Item
- Purpose

Examples (Body of Email from Program Director)

Example # 1:

- *I approve the purchase request (PR) for Wyrick's Lumber Yard in the amount of \$300,00 for contract #DHS-01-Thompson-08 – materials – to purchase supplies.*

Example #2:

- *I approved the purchase request (PR) for Sonny's Grocery Store in the amount of \$1,000.00 from Head Start – Federal – Nutrition – grocery supplies for Atoka Head Start.*

Example #3:

- *Approved PR - Creative Bus Sales - JAMM Transit - \$2,000.00*

Assignment of number by Accounting

The accounting department will Issue an email with the purchase order number to the purchaser requesting it, to be attached to the final paperwork for payment.

Receiving Report

Once the approvals have been made, PO number assigned, purchase has been made, the goods or services received, all documentation must be compiled together and attached to the receiving report, including Quotes and Bids, receipts, emails showing approval, and any other documentation related to the purchase. The receiving report must be completed in its entirety.

Using Docusign for Receiving Reports

- Download and save the electronic approval (may delete blank space and unnecessary wording.)
- Upon receipt of goods or services, scan the receipt to the computer and complete the receiving report and attach all supporting Documentation.
- All documentation must be uploaded into Docusign. Follow docusign procedures to submit the paperwork.
- Do not keep a printed copy in your office; it is a waste of paper, unless it is directed by your program. Scan copies and keep an electronic copy for your records.
- The Accounting Department will remove the purchase order from the purchase order list upon receipt of all documentation.

Definitions

Purchase Requisition (PR) – An official request to purchase a product or service; includes the description, quantity and cost.

Purchase Order Number (PO) - Number given that authorizes a purchase transaction.

Agency E-Mail – Each employee is assigned an agency email which is to be used on all agency electronic correspondence.

Dissemination of Policy

The policy will be made available to all employees through the agency's website. The agency will educate and train employees and supervisors regarding the policy and any conduct that could constitute a violation of the policy.