Manual Purchase Requisitions - Quick Reference

1. From the Conference website (**http://www.nwtxconf.org - look under Clergy, Tax & Benefits Forms**) print a copy of the Purchase Requisition form. If you do not have access to a computer, please contact the Conference Service Center and a form will be sent to you or we will help you fill out the form over the phone.

2. Select the type of document you are submitting, i.e. **Purchase Order** or **Check Request**. A Purchase Requisition is to be used for purchases where the vendor, upon approval of the purchase requisition, will be submitting an invoice when the goods or services are provided. A Check Request should be used where a separate invoice will not be submitted and where a payment is to be made directly from the Check Request. **Expense reimbursements should be submitted as a Check Request.**

3. Type or print the **Date Issued** (usually the current date).

4. Type or print the **Date Requested** (the date the purchase is to be made).

5. Type or print the **Individual Requesting the Purchase Requisition** (the person acting on behalf of the Conference). Also fill out the address, phone number and e-mail address of the requisitioner.

6. The Purchase Requisition should be signed by the person requesting the purchase requisition.

7. Print or type the **Vendor Name**. The vendor is the person or firm from which you are ordering the goods or services. Also complete the fields for address, phone number and fax number. See also policy regarding **Approved Vendors**.

8. **Qty** – Type the quantity of each item being purchased.

9. Enter the **Description** (e.g. Printer, Microphone, Supplies, etc.). If you are purchasing more than one item from the vendor, you must complete a line for each item.

10. **Unit Price** – Type the unit price for each item and the computer will do the math.

11. Type or print the **Total** (e.g. 150.55) for each item (quantity X unit price).

12. **Total** the Purchase Requisition and type or print that amount on the Total line at the end of the description grid.

13. Attach documentation and support for the Purchase Requisition or Check Request and submit the form to the address noted at the bottom of the form.