STANDARD OPERATING PROCEDURE

SOP Number: Purchasing and AP 22-02

SOP Title: Purchase Requisitions

Effective Date: 3/1/11

Revised Date: 1/9/24

1. PURPOSE

The purpose of this Standard Operating Procedure is to provide guidance for Western Carolina University’s purchase requisitions.

1. SCOPE

This SOP applies to all University employees, departments, units, and divisions.

1. RESPONSIBILITIES

Chief Purchasing Officer – The Chief Purchasing Officer is responsible for ensuring compliance with this policy.

1. SPECIFIC PROCEDURE

All requests for materials and services from commercial vendors or individuals must be submitted to the Purchasing Department electronically through the CataMart eProcurement System. The purchase requisition will be processed resulting in the issuance of a purchase order.

Requisitions will be processed in the order in which they are received. "Emergency" requisitions will only be processed if justification for immediate need can be provided.

All purchases must be initiated by submitting a requisition to the Purchasing Department, and a purchase order number must be assigned by the Purchasing Department before procurement can proceed. When an order must be placed immediately (emergency) a purchase requisition should be submitted electronically and the Purchasing Department notified by telephone of the requisition number for assignment of a purchase order number.

The University can accept responsibility for payment of a purchase only when correct procedures are followed and a purchase order issued. Individuals who make purchases by other means may be held responsible for payment of the resulting charges. Purchases approved for payment/reimbursement through a Check Request must follow procedures designated on the Controller’s Office website.

1. RESOURCES

Purchase Card Manual: <https://www.wcu.edu/_files/discover/PCardPolicyandProcedure.pdf>