



Hektoen Institute, LLC.

Purchase Requisition Policy

The purpose of this policy is to establish guidelines for the purchase of goods to be paid by grant funds held by Hektoen. This policy will allow Hektoen to process purchase requests more quickly, and ultimately, improve the delivery of goods to Hektoen end users.

In order to purchase goods with a Hektoen purchase order, a purchase requisition/request is required. The purchase requisition/request is the document that creates the Hektoen Purchase Order. Hektoen will accept the following documents as a valid purchase request/requisition:

- Hektoen issued Purchase Requisition form signed by P.I. or other authorized person
- E-mail from P.I. or authorized buyers for particular grant
- Faxed vendor quote with signature of P.I. or other authorized person

All purchase requests must be authorized by the principal investigator of the grant or a person authorized to sign purchase orders.

These purchase requisition/request documents must contain the following information:

- The purchase request document must be legible. **NO EXCEPTIONS.**
- Vendor Information. Including:
 - Vendor name
 - Vendor phone and fax numbers
 - Vendor account number (if applicable)
- Complete ship-to address, including department name and room number.
- Contact name, & phone # of the person requesting the order.
- Grant / Project number of the funds purchasing the goods.
- PI authorization - signature, fax, e-mail, phone call, or other documentation that provides adequate authority.
- A date the goods are expected to be delivered.
- Items to be purchased. Including:
 - Item description
 - Part / Catalog number
 - Quantity
 - Item cost
- Estimated Shipping Cost (with expected shipper choice)
- Estimated total cost including shipping

A purchase requisition can be submitted in person, phoned, faxed, e-mailed, or mailed.

By providing this information, Hektoen will be able to quickly generate a purchase order. Once a Hektoen purchase order has been created, an order for goods can be placed.