MEMORANDUM

TO: EWU Departments
FROM: EWU Purchasing Department
DATE: December 1, 2009
SUBJECT: Use Online Banner Requisition Process

The Purchasing Department would like to thank everyone who has taken the time to learn the online purchase requisition process.

Beginning January 1, 2010, Departments must submit purchase requests via the online Banner purchase requisition process. The Purchasing Department will only accept hard copy purchase requisitions for the following exceptions:

- Purchases for goods and/or services (not on state contract) that exceed the competitive bid limit of $3,500. The Purchasing Department will assist the department in performing the quoting process.

- Purchases for IT equipment (DIS) (not on state contract) that exceed the competitive bid limit of $10,000. The Purchasing Department will assist the department in performing the quoting process.

- Purchase requests to establish a Blanket purchase order.

- Purchase requests against University Blanket purchase orders. Specifically for Artistic Travel and Enterprise Rent-A-Car.

- Purchase requests to establish a Standing purchase order. Standing orders are typically issued for the purchase of identified supplies from one vendor for a fiscal year and renewed annually if the department requests the renewal.

- Change order requests to an existing Banner purchase order.

If for some reason you have not been able to obtain training the following training is offered.

To obtain access to generate online Banner purchase requisitions, department requisition creators must take the following Banner courses: Banner 100 - Basic Navigation, Banner Finance 201 - Introduction to Finance, and Banner Finance 202 – Creating Online Purchase Requisitions.

Approvers for department requisition creators must take the following Banner Courses: Banner 100 – Basic Navigation, Banner Finance 201 – Introduction to Finance, and Banner Finance 203 – Approving Online Purchase Requisitions.

Department requisition creators and department requisition approvers may view and sign up for these classes at the Training Scheduler (https://www.ewu.edu/trainsched/).

Please feel free to contact the Purchasing Department at x2253 with any questions.