

SECTION 5: REQUISITION PROCEDURE

5.0 Requisition Authorization

- 5.0.1 The One World® requisition process has a built in on-line approval path. This approval path is a combination of the department/division designation and the two-character document type. Each approval path contains any applicable approvers for that department/division, or any special approvers required for a particular type of purchase.
- 5.0.2 A department/division is not required to use the on-line approval capability of One World®. However, if there are no approvers in a department/division's approval path, the requisitioner, by virtue of being a designated requisitioner, has complete authority to enter a requisition up to formal level.
- 5.0.3 Procurement is in all approval paths with the exception of Public Works at the formal quoting level or below to insure that the formal quoting level is adhered to. If a waiver, exemption, or other type of pre-approval exists for the goods or services being required, Procurement will approve the requisition and it will become eligible to be issued into a purchase order.
- 5.0.4 Any blue sheet dates, quote expiration information, renewal clauses, or any other similar information will be included in the Order Attachment of the requisition.

5.1 Special Approvals

- 5.1.1 Certain types of goods or services may require special approval that is not based on the dollar amount of the purchase itself, but rather on the actual type of goods or services being purchased. For these special approvals, there are separate approval paths as follows:
 - **OA** – The County Attorney's (or designee) approval is required on certain types of legal services such as: expert witness services, court reporting services and legal services.
 - **OF** – The Fleet Manager's (or designee) approval is required on rolling and motorized purchases over 5 hp per an Administrative Directive and purchases of generators up to 20KW. Approval is required for the repair of damage from all accidents per Fleet Management Policy/Procedure #FV-001. *Lee Tran and Solid Waste is exempt from this.

- **OM** – The County Manager’s (or designee) approval is required on certain purchases such as emergency purchases (over formal level), charter flights, international travel expenses, and non-County employee travel expenses per Administrative Code AC-3-21.
- **OT** – The ITG (Data) Director’s (or designee) approval is required on all technology purchases for software, hardware, networking, etc.

*The following departments are exempt from getting ITG’s approval – DOT – Tolls, Utilities Automation and E-911.

*Technology purchases made on the County Visa Procurement Card must be approved by either ITG department or Procurement department via email or memo.

- **OU** – The Construction & Design Director’s (or designee) approval is required on the purchase of any modular furniture.
- **O1** – The Contracts Manager (or designee) approval is required on all non-contract construction and professional services purchases. (Object Code 503190 which includes consulting and specialty license such as plumbing, electrical, A/C installation etc..)
- **OH** – The ITG (Phone) Director’s (or designee) approval is required on all telephone purchases or services, excluding cellular phones and pagers.

- 5.1.2 It is the requisitioner’s responsibility to select the appropriate approval path for the type of requisition being entered.
- 5.1.3 If the requisition comes to Procurement without the required approvals, Procurement will notify the requisitioner that they must reenter their requisition selecting the appropriate approval path and resubmit it for approvals. The original requisition should then be canceled by the requisitioner so that it does not accidentally get issued into a purchase order.
- 5.1.4 When entering requisition(s) for services, and deciding when to use object codes 503190 vs. 503490, refer to the Uniform Expense Object Code listing that is provided to departments/divisions in the back of the Budget Prep Manual, provided by Budget.

5.2 Requisition Submission

- 5.2.1 A requisition must be entered by a designated One World® user with a secure sign on. Any changes needed on the requisition side must be done by the requisitioner (i.e. local business tax, etc.)
- 5.2.2 A requisition number will be assigned by the on-line system.
- 5.2.3 A requisition is entered as a department to handle; it is the department/division responsibility to verify that the vendor has proper licensing (i.e. local business tax, pesticide, low voltage, etc.) and insurance, if applicable.
- 5.2.4 A requisition is entered as Purchasing to verify – department to schedule; it is Procurement’s responsibility to verify the prices (for commodities), delivery timeframe and verify that the vendor has proper licensing (i.e. local business tax, pesticide, low voltage, etc.) and insurance, if applicable. For services, Procurement will be responsible for verifying that the vendor has proper licensing (i.e. local business tax, pesticide, low voltage, etc.) and insurance, if applicable and calling the purchase order number into the vendor. It is the department/division responsibility to schedule the delivery date and time with the vendor.
NOTE: It is the department/division responsibility to provide Procurement with any additional instructions in the order attachment to insure the order is placed properly.
- 5.2.5 The requisition will automatically be transmitted through the approval path selected at entry.
- 5.2.6 The requisition can be viewed on-line any time by inquiring on the document number assigned or by using the query-by-example (QBE) line on the requisition entry screen.
- 5.2.7 In order to facilitate fiscal year end close out, except for emergency purchases and purchases approved by the Procurement Director or designee, no requisitions may be submitted during the last 15 days of the fiscal year.

5.2.8 When the requesting department prepares a requisition it must include the following in the Order Attachment:

- Who – Contact person name and number
- What – Commodity or Service you are requesting; commodity codes don't give all the pertinent information needed, please describe further here
- When – Date service is to start or date event is to take place
- Where – Where event is taking place if products are to be delivered to another location then add the delivery address
- Why – Service is needed to accomplish what?
- Local Business Tax Number – Companies located in Lee County must have this number

5.2.9 When the requisition is to be used for in store purchases, it must include the following in the Order Attachment:

- Include a statement for the vendor/bidder to “Contact the Procurement Director for any attempted unauthorized purchases”.
- Requesting department should monitor any outstanding balance on an open purchase order.
- When picking up items, you must check out at the Commercial Sales counter if one is available.
- You must present a hard copy of the purchase order and a valid County ID for the store clerk to verify.
- Sam's Club - User departments/divisions send a memo or e-mail to Procurement to add/delete employees who are authorized to purchase from Sam's. Procurement will then fax an updated list to our representative at Sam's. In order to purchase items from Sam's, the authorized purchaser must bring a copy of the purchase order, County ID and go to the Customer Service counter, they will verify you are authorized to shop. After shopping you will go back to the Customer Service counter for check out.

5.3 Requisition Review

- 5.3.1 Procurement will review the requisitions received to determine proper preparation and authorization.
- 5.3.2 Procurement will notify the requisitioner by telephone or email of any requisition which is:
 - Incomplete
 - Improperly authorized
 - Involves a prepurchase, or
 - Any other violation of County policies or procedures

5.4 Public Entity Crime Form (PEC)

- 5.4.1 Any person or affiliate as defined by statute who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid or a contract to provide any goods or services to the County; may not submit a bid or a contract with the County for construction or repair of a public building or a public work; may not submit bids or leases of real property to the County; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with the County, and may not transact business with the County in excess of \$25,000.00 for a period of 36 months from the date of being placed on the convicted vendor list.
- 5.4.2 It is the vendor's responsibility to notify you if they have been convicted of a public entity crime.
- 5.4.3 If a vendor notifies you that they have been convicted of a public entity crime you should immediately notify Procurement.

5.5 Recurring Requisitions

- 5.5.1 Enter Requisitions Menu, which has an available copy function.
- 5.5.2 Each requisition entered can be considered a template and a copy can be made if that same good/service is being purchased at a later date.
- 5.5.3 The copy feature provides a chance to make any necessary changes to the requisition at the time of the copy.
- 5.5.4 For requisitions that will be used from one fiscal year to the next, the copy function can be used, any necessary changes made, and the requisition is sent through the applicable approval path and is ready to be issued into a purchase order for the new fiscal year. Reminder: changes made to the purchase order are not carried over if they were not also made at the requisition level.