# Contract Requisition FAQ

What is a contract renewal requisition?

Contract renewal requisitions are created by a process in purchasing that looks at existing contracts that will expire in the next 90-120 days and creates a renewal for the next contract year (or years). These requisitions are then routed to the purchasing agents, who in turn send them to the departments to determine if they should be renewed and if any changes need to be made to the contract. Purchasing agents then contact vendors to renew the contract, get new pricing, or request a formal quote for the contract.

Why do I have this requisition?

When the requisitions are created and routed by a purchasing agent (see above FAQ), the requisition is sent to the verifier who has been designated by the department to receive the requisition for review and processing (default verifier). You may receive the requisition in this way or it may have been forwarded to you by another verifier in your department.

Can I make changes to the contract requisition?

Yes. At minimum, you should check the requestor information to see if it is still appropriate, check the fund account information to make sure it is current and correct and review the information contained in the contract description (near the bottom of the requisition) to see if anything needs to be added or changed.

What if the requestor information is wrong on the requisition?

If the requestor information is wrong, you can select a new requestor on the *Work Req* screen by typing the first part of their last name in the drop down menu and searching for the new requestor. If the new requestor is not found in your search, you will need to create a user record for that person using the *Add/Update User* function found on the left navigation. If the current requestor is correct but some of their address information needs to be changed, you can edit this in the *Add/Update User* function.

How do I change the fund account on the requisition?

If there is only one fund, you can change it by typing over the old fund on the *Work Req* screen. If there are multiple funds you can change them by going to the *Add/Update Items* screen (left navigation) or by clicking on the small ">" symbol to the left of the item class code. This link will take you to the item screen where you can make fund changes.

Do I need to get a quote?

Purchasing will take care of getting quotes or contract renewal information. If you have received information from the vendor regarding the contract, you should send the information to purchasing via mail or email when you route the requisition. You will need to note that you are sending something to purchasing in the *Purchasing Notes* field of the requisition and write the requisition number on the top of whatever you are mailing, or put the requisition number in the subject line of an email if you are sending the information electronically. This will help us match up the document with the requisition.

If I have a quote or renewal information for a contract, what should I do with it?

If you have received information from the vendor regarding the contract, you should send the information to purchasing via mail or email when you route the requisition. You will need to note that you are sending something to purchasing in the *Purchasing Notes* field of the requisition and write the requisition number on the top of whatever you are mailing, or put the requisition number in the subject line of an email if you are sending the information electronically. This will help us match up the document with the requisition.

How do I route a contract requisition for approval?

After you have made the appropriate changes to the requisition and saved those changes, you can click on the *Route for Approval* link on the left hand navigation and choose an appropriate product category to route the requisition to purchasing.

How do I move the contract requisition to another user?

Use the *Route To Another User* function on the left side navigation to choose another verifier or requisitioner to receive the requisition.

Why is there an asterisk in the description field?

The asterisk is a placeholder that allows us to move certain information into the final printed contract order. The contract information is entered and shown in the *Contract Description* field near the bottom of the requisition. You can view the text of the contract order here; if it is longer than the space allowed on the requisition, you can click on the *More Notes Exist* button to the left of the description to open the full text description.

How do I tell purchasing I need something changed or added to a contract?

You can either make the changes yourself (requestor, fund account, etc.), communicate to the agent in the *Purchasing Notes* field or contact the agent directly via phone or email to discuss the changes. The agent's name can be found by looking at the top right of the requisition next to the *Status* field or going to the *Browse Actions* function to see which agent routed the requisition to you.

Who else needs to approve the contract requisition?

Typically the contract requisition only needs funding approval to move on to purchasing. It is important, however, that you discuss the contract with the requestor and department fiscal officer to decide if you want to expend the funds indicated in the contract.

What if the vendor address is wrong on the contract requisition?

If the vendor address appears to be incorrect, please contact the purchasing vendor desk at 294-8201 and we will evaluate what changes need to be made.

How do I cancel a contract requisition?

You will have two buttons on the bottom of the requisition, a *Save* button and a *Cancel Req* button. To cancel the requisition, you need only to click that button. This will return the requisition to the agent with a note that you have requested it to be canceled. The agent will then cancel the requisition and send it to archive.

How do I see the contact description?

The contract information is entered and shown in the *Contract Description* field near the bottom of the requisition. You can view the text of the contract order here; if it is longer than the space allowed on the requisition, you can click on the *More Notes Exist* button to the left of the description to open the full text description.