

# ILLINOIS

## Building Better Renewal Requisitions



Whether you are setting up a standing or regular order, following these steps will help you streamline and improve your annual renewal submissions, which will save you time and effort, and help your purchase orders be issued faster!

### 1. Make a Plan



a. Know what requisitions need to be submitted each year, **and the expiration dates of any annual contracts**. Many departments find it useful to maintain a spreadsheet or list of renewals. Banner and/or EDDIE reports are also a useful tool to capture annual renewals. Calendar reminders are also highly recommended – especially for contracts. Remember that the contract process takes time, so set your reminders at least three months prior to contract expiration.

- b. Be sure to review your list to eliminate requisitions that are no longer needed. Utilize Banner functions such as FOIDOC and FGIENCD to review the number of transactions and amount spent in the prior year. Determine in advance whether the transaction history indicates that a waiver request will be needed, or if the requisition is not needed this year.

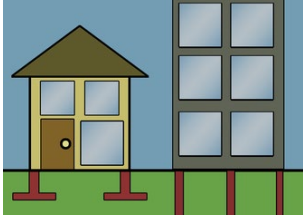
### 2. Gather Your Supplies



- a. Your requisition should NOT be submitted until you have ALL of the applicable supporting documentation/information:
- Quote(s) (multiple quotes required >\$10K)
  - Vendor contract or terms & conditions
  - Vendor's current certificate of insurance, which meets University requirements
  - Vendor contact information (for contracts, financial disclosures, T&Cs)
  - Correct FOAPAL information
- b. Submitting a requisition before having the supporting documents leads to errors and change requests, and wastes time. **BEING READY IS BETTER THAN BEING EARLY.**
- c. Send attachments to [urbanapurchasing@uillinois.edu](mailto:urbanapurchasing@uillinois.edu); be sure to include the requisition number in the subject line.

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## 3. Build on a Solid Foundation



a. Begin the new requisition by copying the **Purchase Order** (NOT the requisition) from the prior Fiscal Year.

b. Know the purpose and importance of all the parts of the requisition:

- The transaction date must be set to July 1 of the upcoming Fiscal Year in order for the requisition to be recognized as a renewal requisition. It is not recommended that you use other dates, as that can lead to false results in filtering non-conforming transactions.
- The delivery date field should be set to June 30 of the upcoming Fiscal Year ONLY if the requisition is for a standing order or contract that extends through the entire fiscal year.
- The comments field is for solicitation and contract numbers ONLY. Do not replace or delete information in this field.
- Requestor information – is it still current? Work with your site security contact if this information needs to be updated.
- Item text – open & check **each** line item; update dates, rates, etc.
- Document text – only certain information needs to be updated. Replace outdated contact info with current. DO NOT delete, overwrite or rearrange information. DO NOT enter text on lines with clause numbers in them.
- Be sure FOAPAL information is correct – be sure to update State Fund codes.

## 4. Measure Twice, Cut Once

Take the time to double-check ALL information prior to submitting requisition. A good purchase order starts with a good requisition! Make sure your requisition is accurate and thorough.

- Be sure applicable solicitation and/or contract numbers are referenced.
- Make sure you are using the correct vendor number and address code.
- Be sure to note any payment terms other than Net 30 (default).
- Specify the vendor's shipping terms – **check with the vendor if you are unsure**. If no terms are specified, FOB will default to 'Delivered,' which means the invoice will be put on hold if it includes shipping charges.
- Replace the general commodity description with a description specific to your transaction.
- Check that unit measures, quantities and unit costs are accurate.

