

Requisition Checklist



Requisition #:	
Date required:	
Date entered:	
Change Order?:	
Requesting Department(s):	

Dollar amount: \$	
Vendor Name:	
Dates of services:	
Contract / Exemption #:	
Requester(s):	

Description of goods and/or services required, comments, and notes:	
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Quotes and Competition: Requesting departments must seek competition as noted in the table to the right. The department must engage with the vendor that offers the lowest price for the goods and/or services that meet stated needs. Using State of Illinois, IPHEC or other approved contracts is highly encouraged as requesters do not need to obtain competitive quotes. Utilize BEP certified vendors whenever possible. The results of the department's efforts must be recorded in the area below and quotes must be attached to the requisition. If the lowest offer is not selected, documentation to support that decision must be attached.	\$500 - \$9,999:	1 quote
	\$10,000 - \$19,999:	2 quotes
	\$20,000 - \$99,999:	3 quotes, at least one from a BEP vendor
	\$100,000 and greater:	IFB, RFP, QBS, sole source, exemption, or a contract approved by State of Illinois

Price Quoted	Vendor Name	BEP Vendor?	Contract/Exemption #?	Selected Vendor?

Required Documents: Use this checklist to ensure what is required is attached to the requisition to avoid delays in processing	
	Illinois State Board of Elections certificate when \$50,000 is spent with the vendor in a fiscal year
	Financial Disclosures and Conflicts of Interest form when \$50,000 is spent with the vendor in a fiscal year
	Certificate of Insurance (COI) naming Chicago State University as "Certificate Holder" applicable anytime a vendor visits CSU's campus, OR a vendor experiences professional liability while performing services for CSU, OR technology services are being performed that create cybersecurity risk, OR anytime that a vendor creates risk that must be mitigated for the University
	CSU Request to Expend Funds form signed by the President or the Provost, except for grant-funded purchases
	SAM, OIG and other applicable documentation for purchases using any Grants Funding
	IT approval for purchases of hardware, software, and peripherals
	Warranty information and documentation related to any purchase
	Food purchase summary statement include CSU business purpose, date(s) of event, proposed attendees
	Soy Bean Ink Statement applicable for any and all print services
	New Furniture Form new furniture is being purchased for \$500 or more
	Sole Source Justification Form for processing a sole source procurement greater than \$100,000
	CSU Board of Trustees Approval required for any P&A contract for \$100,000 and greater, or anything \$250,000 or greater
	Vendor terms and conditions that accompany a quote click the link, download the doc, attach it to the requisition
	Contract documents as described in the section below

Contracts: Requesting departments are required to complete the CSU contract template and obtain the vendor's signature when applicable. All professional or artistic services require a CSU contract when payments will exceed \$9,999.99 to a vendor in a fiscal year. All orders for repairs, maintenance or any other services exceeding \$9,999.99 require a contract. Maintenance agreements must include dates, make, model, serial number and location of the item. **All CSU contracts as prepared by the department and/or all vendor prepared contracts regardless of the dollar amount must be reviewed by the CSU Legal Department. The CSU Legal Department must have enough time to review contracts before vendor performance, and requesting departments are responsible to ensure that occurs.**

Commodities (1300's) and Equipment (1500's):
 Commodities are items that each cost \$999.99 or less, that are consumable and have a useful life of one year or less.
 Equipment is an item that costs \$1,000 or more (\$500 and up for high risk/theft), must be tagged, and has usefulness beyond one year.
 Commodities and equipment can only be mixed on an initial purchase order (e.g. a piece of scientific equipment and consumable supplies required to operate it) and must otherwise be purchased separately.