



UNIVERSITY OF MASSACHUSETTS DARTMOUTH PROCUREMENT MANUAL

Section 3.3 - Entering Requisitions for Contract Vendors

1. **General:** In order to ensure that policies & procedures pertaining to the use of contracts are adhered to the following requirements pertain to all requisitions for purchases from a contract.
2. **Requisition:** *A requisition is required to be entered into BuyWays and a Purchase Order issued prior to the delivery of any good or commencement of any services.*
3. **Requisition Description Line:** If the requisition includes “equipment” than the description for those items should match the requirements listed in *Section 4.8: Entering Requisitions for equipment*. For all other commodities, the description line should include the vendors quote number and best match the definition for the goods or services being obtained.
4. **Account & Commodity Codes:** There are no special codes for purchases made from existing contracts. In all cases, account and commodity codes that best fit the description of each line should be used.
5. **BuyWays Requisitions to Contract Vendors should also:**
 - a. Include the applicable quote or proposal as an attachment in the “External Notes” section of the requisition to be distributed to the vendor.
 - b. Reference the appropriate contract number in the “Description Line” of the requisition.