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.

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