

Checklist: Requisition and Supporting Documentation Requirements

Under \$1,000

Supporting Documentation (not all items are required for every purchase requisition):

Resolutions

Contracts

Quotes

Invoices/receipts

Proof of Workers Compensation Insurance (required for all installation, training, maintenance, or other services performed on behalf of Lucas County)

Liability Insurance (ACORD Form) in County Name with required minimums – (required for all installation, training, maintenance, or other services performed on behalf of the County)

Proper Fund Codes

Fund, Department, Account, and Project (when applicable)

Available Budget (you must budget check before you hit the Save and Submit button)

Vendor Information (make sure they are in the PeopleSoft system. If they are not in the system you must submit a completed W-9 to the Auditor's office and they will create a vendor ID.

Vendor Name, Address (please make sure you are using the correct address for the purchase, some vendors have multiple address/location), and any additional order information.

Item Description (This is what appears on the purchase order and in the FROGS system for payment)

Do not write a novel, but give a brief description (one word does not constitute a description)

Comments/Justifications (if you want extra information)

Information that the department wants to communicate to Support Services that was not already supplied in the available fields. For example: *please send ordered items to Blah Blah*, or *send copy of PO to Blah Blah*.

MAKE SURE THAT UNDER THE BUYER FIELD YOU PUT NOPOBUYER