Checklist: Requisition and Supporting Documentation Requirements

$50,000 and above

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

> Resolutions (you <u>must</u> attach an approved Commissioner Reso unless the Support Services Manager is holding the requisition until the Reso is passed by the Board of County Commissioners. If no resolution is attached, you must provide justification of why this item was not placed before the Board of County Commissioners)
>
> Contracts unless they are contracts that the Clerk of the Board has.
>
> Quotes (Professional Services do not require a bid, but you should provide quotes if this is not a sole Source or State Contract
>
> Lucas County Information Services Checklist for Hardware/ Software/Services (When applicable)
>
>> Filled out by Information Services Staff or Data Processing Board Minuets and attached to you requisition (if not attached to requisition your requisition will be denied)
>
> 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*.