Checklist: Requisition and Supporting Documentation Requirements

Please be advised that any missing items will cause a delay in processing your purchase requisition.

Computer/Peripheral IT Purchases

LCIS Checklist
> You are required to have the Lucas County Information Services Checklist for Hardware/ Software/Services filled out by Information Services Staff (per Commissioners Purchasing Policy and Data Processing Board Policy).

Supporting Documentation (You must have at least one of these items)
> Resolutions
> Contracts
> Quotes

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.

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