

# Creating a FY25 Requisition for Goods or Services

Create

Requisition task

Requester:

X

Requisition Type:

Goods or Services

- Note: ?

Additional Worktags

- Note

OK

The screenshot shows the 'Create Requisition' form with the following fields and values:

- Requester:** Desi Tillman (highlighted with red box 'a')
- Company:** University of Nevada, Reno
- Currency:** USD
- Requisition Type:** (highlighted with red box 'b')
- Deliver-To:** UNR08 VP Administration and Finance Purchasing
- Ship-To:** 1664 North Virginia Street Reno, NV 89557 United States of America
- Unit:** UNR08 VP Administration and Finance
- Cost Center:** CC2251 BCN Purchasing
- Additional Worktags:** Fund: FD892 Payroll Clearing (highlighted with red box 'c')

At the bottom of the form, there are 'OK' and 'Cancel' buttons (highlighted with red box 'd').

## Request Non-Catalog Items

### Create Request

#### Instructions

Policy for Commodity and Service Purchases:

Written quotes are required for all Purchase Requests.

The competitive threshold requirements below for general commodities and services apply to single or conglomerate purchases within a 12-month period:

Under \$25,000 – Attach one written quote.

25,000 to under \$50,000 – Attach minimum

*For competitive threshold requirements on professional and construction services, please contact your purchasing business center.*

#### Hosting Expenses:

Please ensure that a hosting detail code is associated with any line that

In addition, an approved hosting form must be attached if hosting related

Link to the Purchasing Manuals for the Business Centers North (BCN)

<http://www.bcnpurchasing.nevada.edu/about-us/bcn-purchasing-guidelines/>

#### Select an Option

Request Goods or Services that is not in the catalog

Add from Templates and

Select from Requisition templates and past Requisitions

Select from My Procurement Favorites

Select from my Favorite items

# Request Non-Catalog Items: Non-Catalog Request Type

Company \* University of Nevada, Reno

Requisition Currency \* X USD

## Non-Catalog Request Type

Request Goods  
 Request Service

Item Description \* Lobby guest chairs\_HON134

Supplier Item Identifier

Spend Category \* SC0158 - Office Furniture

Morrill and Machabee, Inc. Supplier

Supplier Contract

Quantity	* 12	Q
Unit Cost	79.00	U
Unit Measure	Each	U
Extended Amount	948.00	Ext

Item Description \* Morrison

Interchangeable 100% A Expense

**Add to Cart** **Continue Shopping** **Cancel**

## memo field

- o **Note:**

### Request Number

Company  
University of Nevada, Reno

Requester  
Deg...

Requisition

Requisition Currency \* x USD

### Non-Catalog Request Type

- Request Catalog
- Request Service

### Service Request Details

Description \* Laboratory testing services per attached scope of work dated April 1, 20XX.

Spend Category \* Recommended SC0668 - Computer Software - Subscription/Annual SC0502 - Lab

x SC0502 - Lab Testing and Analysis Services (Non Medical)

Supplier x Scientific Services

Supplier Contract

Start Date 07/

End Date 09/30/2024

Extended Amount 8,000.00

Memo FYXX Requisition

Continue Shopping

Add to Cart

Cancel

**Cart.**

**Add to**



**Checkout**

**Checkout:**

**IMPORTANT NOTE**

## Shipping Address

Deliver To: **UNR - Main Campus - Ben Pughston**

Street: **1500 S. University Ave** **UNR - Main Campus** **1500 S. University Ave** **Lincoln, NE 68581**  
City: **Lincoln** State: **NE** Zip: **68581**

## Payment Information

Payment Method: **03 101 10000**

Currency: **x USD**

Credit Card

UNR - Main Campus - Ben Pughston



**Submit**