Overview of Requisition to PO Process

• A **Requisition (RQ)** is a request to purchase commodities or general services over $10,000.

• RQs are used for **one-time, non-recurring** purchases. If a Department has several recurring RQs, or there is an **ongoing or annual need** for certain commodities or general services, OCA recommends initiating a **Term Contract**.

• **Workflow:**

  1. Create requisition in eProcurement module
  2. Verify requisition details, such as ChartFields
  3. If requisition is ready, budget check and submit for approval
  4. Department Approver and OCA review and approve requisition

Requestors can search for **catalog items** or place an order for **non-catalog items** by entering a description.
RQ SOURCED TO SOURCING EVENT OR PURCHASE ORDER

1. **RQ to PO (No Solicitation)**
   - If the purchase is an approved Sole Source (or other waiver of competitive solicitation approved)
   - If uses an existing RFQ pool managed by OCA that requires RQ to PO process.

2. **RQ to Solicitation to PO**
   - Department submits RQ/bid specification information to OCA.
   - OCA will competitively bid out the commodity or services through a Sourcing Event.
   - The Sourcing Event will be advertised publicly so any vendor can bid on it.
• Departments submit their Requisitions into PeopleSoft.
• Requisition must contain the following minimum information:
  • Completed **OCA Non-IT Requisition Checklist** (available at https://sfgov.org/oca/resources)
  • **Bid specifications**: Clear description of the technical requirements of the item, including minimum essential characteristics and key performance features that the item must possess
  • **Quotes** for acceptable similar products from at least 3 vendors, which provides a basis for pricing
  • Correct **Chart of Accounts** that will fund the purchase.
REQUISITION REQUIREMENTS (FLEET ONLY)

Vehicles and heavy equipment are processed by OCA’s centralized fleet buyers. Fleet Requisition must include:

- **Type** of vehicle or heavy equipment
- Approved **equipment budget number**, substitution approvals, carry forward approvals, etc.
- **Fleet approval** from Tom Fung, Director of Fleet Management on the VAR
- Term Contract Order Sheet or **technical specifications** approved by Fleet Management
- Separate line items for **tire tax** and **extended warranties**