

Purchase Requisition Form Updated for FY2027

The recently updated Purchase Requisition form is available as a SignNow document. It is available:

On the Business & Finance Webpage - <https://wvstateu.edu/administration/business-and-finance/purchasing-and-accounts-payable/>

Please cease using any previous links we may have provided as they will continue to load the old form until we remove the file.

Instructions

1. **IMPORTANT!! – Step 1 - Rename the Document:** Rename each document to make it identifiable by adding a brief description of the request. Use the Department Name and Vendor (e.g., Fiscal Affairs Amazon Office Supplies July 2025). This helps with organization and sorting.
2. **Signing Process (Steps 2-7):**
 - **Requester:** Person filling out the form. This person signs the form.
 - **Safety Compliance Officer:** Pre-set email addresses (cannot be edited).
 - **Director/Dean/Unit Head:** Input e-mail address. This person signs the form.
 - **Procurement Specialist:** Pre-set email addresses (cannot be edited).
 - **Director of IT:** Pre-set email addresses (cannot be edited).
 - **Fiscal Affairs Budget Manager:** Pre-set email addresses (cannot be edited).
 - **Unit Vice President:** Input e-mail address. This person signs the form.
 - **Chief Financial Officer:** Pre-set email addresses (cannot be edited).
 - **Purchasing Office:** Pre-set email addresses (cannot be edited).
3. **Submission Process:** After completing the form, click the "send invite" button. The form will be sent to your email for completion, and once signed by all, a final copy will be returned to you with a PO Number assigned. Once a PO Number is obtained, you may schedule services or place order.