

**Non-Delegated SAP Purchase Requisitions
UK HealthCare Non-Formulary Items**

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I. Purpose

The SAP purchase requisition informs Procurement Services of a department's need to procure goods or services for UK HealthCare. These items may be restricted from the procurement card and/or payment request document (PRD).

This is not the policy for the procurement of goods or services for campus areas. That can be found at [B-3-3-5 Non-Delegated SRM Shopping Carts–Campus Area](#).

II. Responsibilities

A. Department/Unit

1. Create the requisition and include specifications of required goods and/or services.
2. Request requisition change orders when needed for updated pricing, quantities, etc.
3. Complete the necessary goods receipt after the goods and/or services are provided in a timely manner.
4. Provide a quote or reference to source of pricing.

B. Business Officers

1. Review the requisitions for appropriateness, correct funding, and compliance with university policies.
2. Approve requisitions in SAP when necessary.
3. Review the MRBR Reporting in Tableau to ensure Purchase Orders are confirmed timely and follow up with units with outstanding blocked invoices that are older than 30 days.

C. Procurement Services

1. Ensure the requisition is in alignment with the University's policies and procedures.
2. Verify correct vendor is used.
3. Verify valid quote is attached.
4. Create the Purchase Orders.
5. Issue any change orders needed at the departments' request.
6. Work with vendors and departments to resolve any discrepancies (e.g., outstanding invoices, goods receipts, pricing issues, etc.).

D. Accounts Payable Services/UK Healthcare Accounts Payable

1. Post invoices to the Purchase Orders in SAP.
2. Assist Procurement Services in working with vendors and departments on outstanding invoices to resolve any discrepancies.

III. Policy

- A. The purchase requisition must be created by an authorized requisitioner from the requesting department. Specifications regarding pricing, quantity, product or service description, delivery address, date of delivery and proper accounting must be accurate and clearly stated in the purchase requisition to ensure the correct goods or services are provided.

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- B. Authorization to create a purchase requisition is granted to an end user based on completing the following criteria:
1. SAP Statement of Responsibility form
 2. SAP Access Request form
 3. SAP courses specific to the desired requisition role

Online forms and training courses are available through Information Technology Services by contacting SAPtraining@uky.edu.

- C. Approval and Processing

Online approval in SAP by the approver from the requesting department is required for all purchase requisitions. After the purchase requisition is approved, it is then forwarded to Procurement Services for review and potential processing. Procurement Services is responsible for ensuring the request aligns itself with the University's policies and procedures as stated in the Commonwealth of Kentucky Model Procurement Code, KRS section 45A. Determination of the appropriate action to be taken for the request – Invitation for Bids (IFB), Request for Proposal (RFP), Request for Quote (RFQ) and/or purchase order (PO) - is made by the assigned Procurement Personnel. The PO is the final document created by Procurement Services. It serves as the formal order and is issued directly to the supplier for order fulfillment.

- D. SAP Purchase Order

The purchase order is a contractual document by which the supplier is notified of the acceptance of an Invitation for Bids (IFB), Request for Proposal (RFP) or formal quote. The requesting department is required to issue the Good Receipt and submit the original invoice for proper posting and payment to UK HealthCare Accounts Payable.

- E. Change Order

The change order is an official amendment to the purchase order and is issued by Procurement Services.

A departmental request for a change in pricing, quantities and/or description must be submitted in writing to Procurement Services.

- F. The procurement card cannot be used to purchase any hospital/medical/surgical supplies or equipment. Reference the Purchasing/AP Quick Reference guide to determine the appropriate procurement method.