Building Better Renewal Requisitions

Whether you're setting up a standing order or a regular order, following these steps will help streamline and improve your annual renewal submissions. This will save you time and effort, and ensure your purchase orders are issued faster.

1. Make a Plan

1.Know which requisitions need to be submitted each year, ***and the expiration dates of any annual contracts.*** Many departments find it useful to maintain a spreadsheet or list of renewals. There is an iBuy Department Renewal Report Search Guide available here. (Banner reports, EDDIE reports and/or iBuy queries are also useful tools to capture annual renewals. Calendar reminders are also highly recommended – especially for contracts. Remember that the contract process takes time, so plan ahead.

2. Be sure to review your list to eliminate requisitions that are no longer needed. Utilize iBuy to review the number of invoices and amount spent on the prior year PO or Banner functions such as FOIDOCH and FGIENCD . Determine in advance whether the transaction history indicates if the requisition is not needed this year. This would include standing POs with less than $10,000 spend from the previous year.

2. Gather Your Supplies

1. Your requisition should NOT be submitted until you have attached ALL of the applicable supporting documentation/information:
   - Quote(s) as required under Business & Finance Policy 7.2.3
   - Vendor contract or terms & conditions
   - Vendor's current Certificate of Insurance, which meets University requirements as required under Business & Finance Policy 6.1.1
   - Vendor contact information (for contracts, financial disclosures, T&Cs)
   - Correct FOAPAL information

2. To avoid errors, change requests, wasted time, and processing delays, please ensure all supporting documents are complete before submitting a requisition. Requisitions missing documentation will be returned for completion. ***BEING READY IS BETTER THAN BEING EARLY.***

3. Build on a Solid Foundation

Use iBuy for all renewal requisitions (both regular and standing orders)

1. Use the Standing Order Form in iBuy for standing order renewals
    a. To create the requisition, you will need to navigate to the shopping dashboard and select the Standing Order Form.
        - Click here to view the available iBuy training videos.

    b. Know the purpose and importance of all the parts of the requisition:

- Click "Edit" in the Billing Options section and enter the Accounting Date as 7/1/2026 for renewals that start on or after the beginning of the new fiscal year.
- If there is a Contract Number or Bulletin Award Number associated with the order, click "Edit" in the External Notes and Attachments section to enter that information in the appropriate field(s).
- Be sure to include the Previous Purchase Order number by selecting "Edit" in the Internal Notes and Attachments section
    - If there was a PO from FY26, this **must** be included in the Previous Purchase Order Number field.
- Be sure to attach your vendor quote to the External Notes and Attachments. All other competitive quotes obtained should be attached to the Internal Notes and Attachments.
- Requisitions missing documentation will be returned for completion.

2. Use the Purchase Requisition Form in iBuy for regular renewal orders
    a. To create the requisition, you will need to navigate to the shopping dashboard and select the Purchase Requisition Form.
        - Click here to view the available iBuy training videos.

    b. Know the purpose and importance of all the parts of the requisition:

- These orders must be quantity-based.
    - Example 1: Service that you pay for 12 months of services up front (maintenance agreement). Enter 1 as the quantity, and then the total amount.
    - Example 2: Meter reads. Black and white copies, Quantity – 50,000 (estimate your quantity based on previous years), Each in Unit of Measure, $.005 in Unit Price
- Click "Edit" in the Billing Options section and enter the Accounting Date as 7/1/2026 for renewals that start on or after the beginning of the new fiscal year.

- If there is a Contract Number or Bulletin Award Number associated with the order, click “Edit” in the External Notes and Attachments section to enter that information in the appropriate field(s).
- Be sure to include the Previous Purchase Order number by selecting “Edit” in the Internal Notes and Attachments section
    - If there was a PO from FY26, this **must** be included in the Previous Purchase Order Number field.
- Be sure to attach your vendor quote to the External Notes and Attachments. All other competitive quotes obtained should be attached to the Internal Notes and Attachments.
- Requisitions missing documentation will be returned for completion.

4. Measure Twice, Cut Once

- Take the time to double-check ALL information prior to submitting requisition. A good purchase order starts with a good requisition! Make sure your requisition is accurate and thorough.
- Be sure applicable solicitation, contract and/or previous PO numbers are referenced.
- The accounting date must be 7/1/2026 for renewals that start on or after the beginning of the new fiscal year.
- Make sure you are using the correct vendor number and address code.
- Make sure all relevant documentation is attached (both internal and external).
- Check that units of measure, quantities and unit costs are accurate.