

Frequently Asked Questions

When is a Requisition required?

Purchase of Goods and or Services not being paid using a Commercial Card. Follow ***Procurement Policy*** to determine when a commercial card should be used.

When is a Requisition not Required?

Non-Procurement-related purchases such as

- Non-Service Stipends
- Subscriptions
- Grant Payments
- Honorariums
- Non-Staff Expense Reimbursement

If a commercial card was used to purchase goods below \$1,000 (Follow the Procurement Policy)