# **REQUISITION WORKSHEET**

# Clothing and promotional items follows coding and eVA Internal Comment Guidelines as noted on the Clothing Table. Over the Counter purchases and 8 funded items are not exempt from the guidelines. In addition to procurement requirements, guidelines are based on IRS regulations, Compliance reviews, Freedom of Information Act Requests, and Governor scrutiny over Higher Education spending habits.

# Item(s) Description- Use this field to clearly identify your purchase item (s). Be descriptive for color, sizes and item or service requirements. When purchasing bulk items (reversing qty and price on the order), you can use this field to identify cost per item. This field prints on the purchase order for the vendor and is used by those in the Approval flow for Approval or Rejection of the Requestion.

1 set of standard size handcuff with locking/key. 12 per set. Item number 8765
1 dozen University of Mary Washington template buttons for Police hats, item number 9865
1 dozen sew-on arm uniform patches, blue and gray item number 98223
1 magnetic name bade: POTTER engraved in black.

# Comments (Supplier)-If you are using a contract, insert the contract number in the Comments field located to the upper right of the form. This field will print on the Purchase Order, is easily viewed by Approvers, and eliminates the need for multi-line entries on the line item.

Contract number UMW\_POLICE667890

#  Fund Code- The Clothing Table notes funds that are restricted or require preapproval. Funding sources support Commonwealth and University regulations and reporting requirements.

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#  Account Code (choose one)- Account codes are used for reporting purposes and ensure University guidelines are followed based on purchase type.

71311 71313 71313G 71312M

# Internal Comments- Internal comments are for UMW review and are not visible to the suppliers. This is free form text area to enter Clothing Table specifics. Your justification for purchase (how your purchase supports the mission of your dept/university) need only be a sentence or two. Most rejected orders are due to the lack of justification for the order. Review *the eVA Comments/Backup Doc. For Card file* column to see requirements.

#  U2. Purchasing required uniform buttons, patches, and safety attire for incoming law enforcement officers.

# Attachments- Use attachments for fund pre-approvals. Use the Internal Attachment document type for UMW Approvers and your own backup needs.

N/A