Requisition check list for Supplies:

☐ 1) When purchasing supplies it is important to have detailed information to insure that the correct merchandise is received. Items to include on your requisition are as follows:
 ☐ a) Quotation # - this should be entered in the “document text – print” area
 ☐ b) Item #’s – these should be listed on each commodity line item, list the correct quantity for each and unit cost.

Requisition check list for Computers:

☐ 1) There is a listing of UIS approved computer systems and configurations listed at: http://ist.njit.edu/services/institutionalpc.php
☐ 2) Please include the quotation # in the “document text” print area.
☐ 3) Include model #, and specs for the computer in the “item text” print area.
☐ 4) Items that do not conform to the UIS approved configuration must be reviewed and approved by UIS.

Requisition check list for Consultants:

☐ 1) Before starting your requisition you should have a fully executed consultant agreement (templates available at :__________). The agreement must include a complete scope of work, Term of the agreement (start and end date), total value of the contract and other paperwork depending on the $ amount (see :__________________).
☐ 2) If the consultant is an employee of NJIT (adjunct faculty, faculty or staff – the agreement must be reviewed by Human Resources and the Ethics Liaison Office for approval); If the consultant is a student it will need to be reviewed by student employment.
☐ 3) If this is a grant funded project the Office of Sponsored Research will process the consultant agreement.
☐ 4) Once you have a fully executed consultant agreement you may start your requisition. The requisition will need to include the following:
  ☐ a) In the commodity description you will need to include the term of the contract, location of contract (exp: contract on file in the office of SRA), Description of services to be provided.
  ☐ b) If the agreement covers “out of pocket expenses” this should be on a separate line item with the $ amount that is allowed.
  ☐ c) Purchasing will need a copy of the Certificate of Insurance, W-9 (if a new vendor), Business Registrations Certificate (if > than Bid limit) and Certificate of Employee Information Report (if exceeds bid limit).
Requisition Check List for Lab Equipment:

☐ 1) When purchasing lab equipment a few things need to be checked prior to requisition entry:

☐ a) Is the lab ready to receive the equipment? (you should contact Physical Plant for assistance) This would include such items as: Plumbing, Electrical, HVAC, and Fume Hoods. If you are purchasing a heavy item the floor may need to be checked to insure that it can handle the weight. Will you need a Rigger to bring the equipment into the Bldg? Does the equipment fit through the doorway and elevator? If any of the above is required do you have funds to cover the costs?

☐ b) Quotations for equipment should include all shipping costs and specify if the equipment is to be delivered to the lab and installed; or is it just dock delivered. If dock delivered who will be moving the equipment from the dock to the lab? Does the equipment fit in the elevator? Does it fit through the doorway? If not, this needs to be addressed prior to delivery of the equipment.

☐ 2) Once all of the above has been decided and the costs allocated, you are ready to order your equipment. The requisition needs to include the Quote #, type of delivery, warranty, estimated delivery date, any special instructions for the delivery, Part/model #’s, and unit cost.

☐ 3) If the vendor is installing the equipment we will need a Certificate of insurance from the vendor naming NJIT as additional insured. Other documents may be needed; please refer to: (insert link)

☐ 4) In the event that you are trading in a piece of equipment you must first complete a “surplus Form” and have it fully approved for disposal or trade-in. The quote needs to reflect the $ value of the trade-in and your requisition needs to reflect the trade-in value and equipment that is to be traded.

Requisition Check List for Furniture:

☐ 1) There are a few things to determine prior to purchasing furniture such as:

☐ a) If you are re-furnishing or adding furniture to a large area or a newly completed area you should contact Facilities – Project Manager.

☐ b) If you are just replacing a few items in the office then you should contact the Purchasing Dept for assistance.

☐ c) Is there surplus furniture available on campus – the Facilities Project Manager can assist you with surplus.

Note: All furniture must be CAL 133 compliant (this is the fire coding used for institutional and public area furniture for NJIT). The fire coding for consumer furniture does not meet this fire code.