

Ariba Requisition Checklist

This Checklist is a tool to verify that all required data fields are complete and the appropriate documentation is attached:

1. Title:
 - The Division Name before the title in the "Requisition Title" line.
 - *(example: ITP - Twin Towers, DEP Labs, Termite, Paul's Pest Control 05/06)*
2. Hold Until:
 - *(example: Fri, 1 Jul, 2005)*
3. PO Start Date:
 - *(example: Fri, 1 Jul, 2005)*
4. PO End Date:
 - Purchase Order End Date - can not cross over fiscal years.
 - *(example: Fri, 30 Jun, 2006)*
5. Fiscal Year:
 - *(example: 2006)*
6. Line Item Details:
 - The description needs (i.e. who, what, when, where, etc.).
 - The description for services shall contain the following:
 - scope of work
 - deliverables,
 - payment methodology
 - performance standards
 - beginning date and ending date
 - Purchasing Code
 - Quantity
 - Unit of Measure
 - State Term Contract ID (if applicable)
 - Price
 - Commodity Code
 - Supplier
 - Vendor Location
 - Buyer Code
7. Accounting Information
 - Organization Code
 - Object Code
 - Expansion Opt
8. Ship To
 - You need to add your phone number at the end of your name in the "Deliver To" line.

9. Comments:
- Quotes
 - Supporting Documentation
 - A complete and approved Agency Exceptional Purchase Request form shall be submit with the requisition to Departmental Purchasing for review/approval before the requisition can be approved
 - [include comment on purchase orders](#) - Make sure the box is checked only when the comments/documents are to be included on the purchase order.

Other Information:

- You will need to include change order justification in the comments area
- Multiple Award STC - you will need to attach quotes or justification to your request.