

Transaction Justification

Purchases from External Suppliers - Requisition

When creating a requisition, if information answering the "5 W's" is contained on any of the requisition pages, it does not need to be re-keyed into the Justification/Comments section of the requisition.

WHEN

For service, time period is provided on requisition.

WHO

Document who requested or initiated the purchase or who will use it (can be name of department).

1. Define Requisition 2. Add Items and Services 3. Review and Submit

Add lines to the requisition, specifying the information necessary to procure each item or service.

Search:

Blanket Order

*Description: UFC Feed for large animal hospitals

*Quantity: 1.0000 *Unit of Measure: LOT

*Unit Price: 5000.00000 *Currency Code: USD

*Category: B0150000

Vendor ID: 0000088579 UNITED FARMERS COOEPRTIVE [Suggest New Vendor](#)

Quote Number: Quote Date:

*Start Date: 08/18/2014 *End Date: 07/01/2015

Justification/Comments

United Farms Cooperative (UFC) of Waconia Minnesota provides feed for patients of the University of Minnesota Equine Center and Large Animal Hospitals. Feeds are fed on a daily basis to patients and resident animals. Feeds include SafeChoice, Senior, Oats, Milk Replacer, Cracked Corn, Horse Treats, Calf Starter, Molasses, Salt Blocks, Vitality, and Sweet Feed. This is an alternative resource for feed as historically have used Hugo Feed Mill. UFC feeds provides many more brands than Hugo which should reduce the amount of trips has to make. Additionally, delivery is free if order is over \$750.00 while Hugo has delivery fee regardless of amount. Requested by large animal hospital manager.

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WHERE

Defaults from the Requester's profile – can be changed on requisition.

WHAT

Provide a clear description of the product.

1. Define Requisition 2. Add Items and Services 3. Review and Submit

Review the details of your requisition, make any necessary changes, and submit it for approval.

Business Unit: UMN01 University of Minnesota

Requester:

Requisition Name: UFC Feeds *Currency: USD Priority: Medium

Requisition Lines

Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	UFC Feed for large animal h	UNITED FARMERS COOEPRTIVE	1.0000	Batch Lot	5,000.000	5,000.00
Total Amount:						5,000.00 USD

Justification/Comments

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Send to Vendor Show at Receipt Show at Voucher

 [Find more items](#)

WHY

Required when business purpose or direct benefit to the project is not apparent in existing documentation.