

## Purchase Requisition Instructions

Office supplies must be ordered online via A-Z Office Resources, Inc.'s website.

- 1) Enter the order online at **orders.azorinc.com** (instructions below).
- 2) Attach a copy of the online order to a purchase requisition form. (see sample below).
- 3) Get the budgetary official's signature/authorization. Your online order will be placed on hold.
- 4) Once the Purchasing department receives your signed purchase requisition, your order will be released.

SEND <u>TO PURCHASING OFFICE</u> FROM <u>Ima Sample</u> <small>INDIVIDUAL INITIATING REQUEST</small>  <u>Business &amp; Computer Technology</u> <small>DEPARTMENT</small>  DATE <u>July 2, 2007</u>	GENERAL REQUISITION PELLISSIPPI STATE TECHNICAL COMMUNITY COLLEGE PURCHASING OFFICE 10915 HARDIN VALLEY RD. P.O. BOX 22990 KNOXVILLE, TN 37933-0990 PHONE (865) 539-7063	DO NOT WRITE IN THIS AREA  No. BIDS AWARDED AFTER  _____20____			
NAME AND ADDRESS OF RECOMMENDED SUPPLIERS  A - Z Office Resource, Inc.  <div style="font-size: 48px; font-weight: bold; opacity: 0.5; text-align: center;">SAMPLE</div>					
THIS FORM IS YOUR GENERAL REQUISITION. THREE (3) VENDORS MUST BE LISTED ON ALL BID ITEMS.  FORWARD FIRST THREE COPIES TO PURCHASING OFFICE. FOURTH COPY WILL BE RETURNED FOR YOUR FILES AFTER NUMBERING. USE NUMBER FOR REFERENCE.					
OBJECT BAL \$ _____ Less this request \$ <u>136.82</u> OBJECT BAL \$ _____					
V E N D O R  V E N D O R  V E N D O R					
Item No.	QTY	DESCRIPTION OF ITEMS OR SERVICES REQUESTED <small>Give complete specifications, including size, color, grade, catalog name, catalog number and brand name</small>	Unit Price	Estimated Cost	
		See attached order. Ref #: 2813940-0			
			Total	\$136.82	
CODE	2	200000	4510	ASAP	(DO NOT WRITE IN THIS SPACE)
	<small>FUND</small>	<small>ACCOUNT NO.</small>	<small>OBJECT</small>	<small>DATE REQUIRED</small>	

## **Instructions for online ordering:**

1. Go to **orders.azorinc.com**
2. Enter your username (same as PSTCC username)
3. Enter your password (obtain from Purchasing Office, ext. 6601)
4. You can place the order by using the Browse, Zip Order, or Quick Order option.
  - a. Use the Browse feature to search by stock number, keyword, manufacture, or the predetermined categories.
  - b. Zip Order pulls the favorites list into an order form. From here you can change quantities and then select “add to cart.”
  - c. Quick order is used when you know all of your item numbers. You can use anywhere from 5 to 20 rows. Prefix, item # and Qty must be filled in.



- This Order.” A new screen will display a printer friendly copy of the invoice. Print the invoice.
6. Place the order on hold.
  7. Attach invoice to a Purchase Requisition with reference to your A-Z order.

If you experience any problems using the online catalog, email our PSTCC representative at [sbarnes@azorinc.com](mailto:sbarnes@azorinc.com).

For instructions on the purchasing process, visit the Purchasing & Auxiliary Services website at:

[www.pstcc.edu/departments/business\\_finance/purchasing/questions.html](http://www.pstcc.edu/departments/business_finance/purchasing/questions.html)