

**Purchasing Quick Card (definitions and role responsibility)-**

Quick Order-used for orders under \$10,000 and are allowable in accordance with Rutgers Purchasing Policy. CAN NOT be used on restricted items or an individual.

Service Request-is used for service based/dollar-based purchases that are not \$10,000 or over (not allowed to be issued with a quick PO)

Goods Request- is used for quantity-based purchases that are not \$10,000 or over (not to allowed to be issued with a quick PO)

Check requests- is used to request payments for certain expenses that do not require involvement of the purchasing department

Internal Purchase Order- Is used to order goods and services from other university service units, such as website design or facilities.

Change Order Form- used to cancel or close an existing purchase order, or used to modify a purchase order (to update the quantity or cost)

International Wire Transfer Form- used for a wire transfer to a supplier’s bank that is held in a foreign policy. Requires a purchase order to be approved before the wire transfer can be approved. (2 step process, enter the PO and enter the wire transfer)

Domestic Wire Transfer Form- used to wire transfer funds to a supplier’s bank that is held domestically. Requires a purchase order to be approved before the wire transfer can be approved. (2 step process, enter the PO and enter the wire transfer)

Pre-payment Form- Pre-payments are limited cases where payment is required prior to the receipt of goods or services. Pre-payment only is used on PO based purchases.

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## RU Marketplace Role Responsibilities Matrix

<b>Role</b>	<b><u>CREATE</u> Shopping Cart</b>	<b><u>SUBMIT</u> Requisitions</b>	<b><u>VIEW</u> Requisitions, POs, &amp; Invoices</b>	<b><u>APPROVE</u> Requisitions</b>	<b><u>APPROVE</u> Invoices</b>
<i>Shopper (Punchout only)</i>	✓				
<i>Inquirer</i>			✓		
<i>Requisitioner</i>	✓	✓	✓		✓
<i>Prepared For</i>					✓
<i>Approver</i>				✓	
<i>IPO Processor</i>				✓	