Requisition Entry Form

Supplier name:	
Supplier email address:	
University contact name (Individual that can best answer questions about the requisition, not necessarily the requisition enterer.):	
University contact email address:	
Previous PO number, if applicable:	
Associated solicitation number: (Bid/Contract/RFP #,etc.)	
ORA SoonerTrack routing ID, if applicable:	
Sole Source? If this request is a sole source, please attach the sole source form:	
Brief description of purchase. Please add any additional details/notes that may help with processing your requisition.:	
Service start date/Anticipated delivery date (MM/DD/YY):	
Will this contract be renewable?:	
Will the goods or services needed involve accessing, storing, transmitting, or receiving personally identifiable information, protected health information, educational records, or other confidential or restricted information?:	
Will the supplier have access to student records (FERPA)?:	

Attachments

Independent contractor form	
Informal competition bid worksheet	
IT Security Risk Assessment	
Sole source form	
Supplier quote	