A General Overview of the Special Requisition Process

Vendors who provide services greater than $2,499.99 are required by state law to be enrolled in the E-Verify program and provide an E-Verify affidavit to KSU before the services are procured. Please reach out to your Bus. Op. and factor in the additional time needed! If in doubt about whether the purchase constitutes a service, please check with Procurement.

Obtain a quote along with any supplemental approvals: UITS/ Design/ Contract

BEFORE YOU ENTER

Ensure they are set up as a vendor, Easiest way to check is in Owlpay
*If they are an international vendor, a TYPED wire form is required

When entering the special requisition, please verify the following:
- The name of the req is descriptive
- Mailing address matches
- Speed chart, account code, & budget reference year are correct
- ALL documentation is uploaded

If you are having issues- please refer to: Procurement – Special Req Job Aid

➢ Follow up with your department chair/supervisor to ensure this gets approved!
➢ Lookout for the PO to be issued and dispatched. Please make a note of the PO#

Once services have been provided:
- Receive services/items in ePro
- E-mail Vendor@kennesaw.edu with the appropriate Invoice,
  Receipt #, Req # & PO #
  Please copy your Bus. Op. on these correspondences
If you are having issues- please refer to: Procurement – Special Req Job Aid

Because Special Requisitions are entered based off quotes, sometimes you will not use all of the monies on the Purchase Order.

If that is the case, please e-mail purchasing@kennesaw.edu to have the P.O. closed out and copy your Bus. Op.

It is important that any unused encumbrances are released!