**STAARS manual agency requisition form instructions**

1. **Department**: add your agency name and agency number
2. **Doc Code**: If this procurement is a standard one-time buy or service enter RQS (RQS = PR1/2 / AN1/2 in legacy system). If this procurement is from a contract enter DO (DO = REL in legacy system).
3. **Unit**: Enter 4 zeros (0000) unless you have been assigned a specific unit number by the Comptroller.
4. **Agency Id**: This number is assigned in-house so you can track the specific procurement. The numbering can be any format you choose. However, State Purchasing is requiring it begin with the fiscal year the procurement is for. Example: If the procurement you are working on is for FY 17 you would enter 170001 for the agency number. This would be the first purchase for fiscal year 2017.

**General Information Section:**

1. **Document Name**: Enter the title for this procurement. Example: Copier
2. **Fiscal Year**: Enter the fiscal year this procurement is for.
3. **Procurement Type Id**: Enter the specific code for this procurement.  
   a. 2 – Delivery Order (DO)  
   b. 3 – Purchase < $15,000 (under $15,000)  
   c. 5 – Purchase > $15,000 (over $15,000)  
   d. 11 – IT Purchase  
   e. 12 – IT Sole Source, exempt, no-bid  
   f. 13 – Sole Source, exempt, no-bid  
   g. 14 – Priority Authorization
4. **Contact Name & No**: Enter the name and phone number of the person State Purchasing should contact with question(s) regarding this procurement.
5. **Requestor**: Enter the name or email address for the person who handles Procurement in your agency.
6. **Shipping Code**: This is a physical location for the procurement; where the goods are to be delivered.
7. **Billing Code**: This is where an invoice would be sent.
8. **Vendor No**: Enter the vendor number. We encourage you to contact the vendor directly to get their new VSS (Vendor Self Service) number. This number is an 11 digit number that was assigned when the vendor registered in STAARS. It will begin with a VC or VS.
9. **Vendor Name & Address**: Enter the vendor’s name and address

**Commodity Section:**

1. **CL Description:** Enter a brief description for the specific commodity line. Example: copy cost
2. **Commodity Number:** enter the commodity number for this specific commodity line. You can find codes at <http://vendors.alabama.gov/docs/ProductsandServicesCodes.pdf> or <http://staarstraining.alabama.gov> under the Procurement section.
3. **Line Type:** Is this a one-time buy? Enter “**ITEM**”. Is this a service? Enter “**SERVICE**”.
4. **Quantity:** Enter the number of items being procured. (There is a Job Aid on the STAARS website (<http://staarstraining.alabama.gov> under the Procurement section) which explains in detail issues that can occur when using a quantity of 1. Quantity of 1 means only one payment can be made.)
5. **Unit of Measure:** Enter the unit of measure for this procurement. The unit of measure “**LOT**” is not accepted in STAARS.
6. **Unit Price:** Enter the unit price for the specific item on this commodity line.
7. **Extended Description:** This is where you enter the specifics for this commodity line. (This is equal to the RMOD screen in the legacy system.) This information will print on the purchase order.  
   \* You will need to include the MA (Master Agreement/Contract) number if the procurement is a DO (Delivery Order). If the unit of measure is blank on the MA the line type will always be “service”.

Accounting Section:

1. **Fund:** Enter your Fund number
2. **Dept:** Enter your 3 digit agency number
3. **Unit:** Enter 0000 unless you have been given a specific number by the Comptroller.
4. **Appr:** Enter your appropriation code
5. **Object:** Enter your object code to include the sub-object. (1400-01 will now be listed as 1401)
6. **Function:** Enter your function number. (This would have been the Activity code in the legacy system.)
7. **Department Head:** Original ink signature is required by the head of the agency (Director/Commissioner) or their designee. (There must be a letter on file in State Purchasing from the agency head giving signature authority to a specific designee.)

Page 2 is to be used only if you have more than one commodity line on the specific procurement. Make as many copies of page 2 as necessary to accommodate the procurement.

\*\* Please note every line on the Purchase Request form must be filled out. If there are spaces left blank, the request will be returned to the agency for the information. If a Purchase Request form is returned, **correct that form** and return to State Purchasing. Do not create a new version of the document or a completely new document. Be sure and include any attachments (quotes, sole source letter, etc.) to the Purchase Request form prior to submitting to State Purchasing.