Requisitions Less than £5,000 (Ex VAT) Subject to credit card limits/approval Requisitioner A requestor decides that goods or services Requestor approaches Raising a Nonare required by the a requisitioner to raise Place order using Catalogue End University, with a value a Non-Catalogue Purchasing Card Requisition less than £5k Excluding requisition VAT Approving Approver Requisitions eMarketplace orders sent automatically to supplier once approved (eg does not go to the operational buyer) 3.1 Can the goods be oods be purchased Requisition Is the supplier an purchased from an by other means i.e. Review approved supplier? existing supplier? Purchasing Operational Buyer Yes 3.2 Requisition Conversion Follow guidance on Supplier Set how to set up a new supplier