

LSU Workday Requisition Types

REQUISITION TYPE	KEYWORD	PURPOSE	PO GENERATED
Construction/ Renovation Projects	CRP	Services requisition type used to request the purchase of construction or renovation projects governed under Title 38.	YES
Contract Professional/ Specialty/ Consulting Services	PSC	Services requisition type used to request the purchase (contract) professional, specialty and consulting services.	YES
Cooperative Endeavor Agreements	CEA	Services requisition type used to request the establishment of a contract or agreement in which the University and a private company or government entity both have financial liability.	YES
Create Contract/ Agreement	CCA	Goods requisition type used to submit a contract or agreement to Procurement for signature in which contract either will be paid using the department's credit card <u>OR</u> no expenditure of university funds.	NO
Emergency Purchase	EP	Goods requisition type used while in a state of emergency to request the purchase of goods or services that cannot be met through normal procurement methods.	YES
Interagency Agreements/ Contracts	IAC	Services requisition type used to request the establishment of a contract or agreement in which the other contractual party is a governmental entity or public institution.	YES
Lease Purchase	LP	Goods requisition type used to request the lease of equipment with the intent to purchase the equipment after the initial lease term. <i>Not to be used for Lease of Space</i>	YES
Next FY Purchase/Contract	NFY	Goods or Services requisition type used to request a purchase to be paid using next fiscal year funds. <i>Must be used to identify next FY purchase otherwise purchase will encumber on current FY ledgers.</i>	YES

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Purchase Services/ Goods	PSG	Goods requisition type used to request the purchase of equipment, supplies and operating services. <i>Formerly known as OMR Requisitions.</i>	YES
Revenue Generating Agreements	RGA	Services requisition type used to request the establishment of a contract under which the University receives compensation for goods or services provided by or to a third party.	NO
Revenue Sharing Agreements	RSA	Services requisition type used to request the establishment of a contract under which the University receives compensation for goods or services provided by or to a third party <u>AND</u> also shares expenses with third party.	YES
Sales and Service	SRS	Services requisition type used in which the University provides a specific type of good or service to outside entities.	NO
Sole Source Purchase	SSP	Goods or Services requisition type used to request a purchase where there is only one source for a good or service and only one supplier has the sole ability to meet the requirements of the procurement.	YES
State Contract Purchase	SCP	Goods requisition type used to request the purchase of equipment, supplies, and operating services based on contracts entered into by the Louisiana Office of State Procurement.	YES
Used Equipment	UEP	Goods requisition type used to request the purchase of pre-owned or rebuilt/remanufactured/refurbished equipment.	YES

NOTES

- Keywords can be used to quickly identify selection rather than selecting from list by typing code in search field.
- Requisition types in which a purchase order is not generated are reserved for those contract types in which Revenue is being received. Department is responsible for contacting the LSU Bursar Operations to establish a customer contract to track receivables for billing and collection.