

2.31 PURCHASE REQUISITION FOR CONSTRUCTION CONTRACT

After the project is authorized by OFMB for advertisement, the Resident Engineer will create a Purchase Requisition (PR) in SAP. The PR is generally a request to encumber the funds and advertise the project. It also will serve as a preliminary budget check to ensure the project has adequate funds for advertisement in the construction phase.

The Resident Engineer will create the PR using transaction code ME51N.

For a standard CDOT project, please use the attached Resource guide with the proper instruction on how to fill out a PR for a standard CDOT funded project.

[Link to ME51N – Create a Construction Project PR Resource guide](#)



ME51N - Federally
Funded Construction

<http://vupweb.dot.state.co.us/gm/folder-1.11.30001>

PRs for Bridge Enterprise or Tolling Enterprise projects will need to be created differently and instruction for those PRs are attached as a reference below.

After you have saved the PR, you'll need to record the PR number for future reference. First you will need to send the PR number to both the Program Engineer and the Business Office and request that they approve (aka release) the PR in SAP. This release must be completed prior to the project getting advertised. The PR information will also be required on the request advertise letter that will be sent to the Construction Contracts Unit on the *HQ-CU/Construction Contracts Unit distribution list.

For federally funded projects, the Purchase Requisition should not be started until the "FHWA Agreement Date" has been received. SAP will not allow the completion of the Purchase Requisition on a federally funded project unless the federal approval and obligation are complete. These requirements are based on 23CFR 630.106 which states that federal funds shall not be used for costs incurred prior to the date of obligation and agreement. See Figure 2-3.