

AREA OF RESPONSIBILITY: DIVISION OF BUSINESS AFFAIRS
RESPONSIBLE CONTACT: PURCHASING OFFICER
POLICY IDENTIFICATION: PURCHASE ORDERS/ REQUISITION
Revised Date: 02/06/09
LAST REVISED: 5/2022

It is the policy of the University that no goods or services shall be purchased by the Purchasing Officer without an approved Purchase Order.

Purchase orders shall be issued to obtain goods and services on behalf of the University from vendors (businesses) only. Depending on the needs, purchase orders can be two types:

1. Regular
 - Those purchase orders issued based on a request or requisition
2. Blanket
 - Those purchase orders issued based on NEED for continued use up to a specified dollar level. Examples of such need primarily will be in the Maintenance category for emergency services, such as equipment repairs, copier repairs, etc.; or the Maintenance Department, or emergency services.

All requests for payment other than these should be submitted on an Expense Voucher for.

Proper lead time (7 days) should be allotted for the execution of any purchase order

Responsibilities of the Requisitioned

It is the responsibility of the requisitioned to obtain an initial estimate from “suggested” vendor for the purchase of any goods or services as well as the appropriate approval or authorization. A list of possible vendors is maintained by the Purchasing Department. Appropriate specifications such as model numbers, description, dimensions, brand names (where appropriate), length of time, etc. should also accompany any requisition for purchase of equipment.

Approval must be obtained from the department chairperson or supervisor; division chairperson or director; and department budget administrator. The approved purchase requisition should be submitted to the Purchasing Department. A copy should be kept for departmental records. When purchased goods are received or services rendered, the signed copy of the receiving report should be mailed to the DIVISION OF BUSINESS AFFAIRS. If a partial order is received, a copy of the purchase order should be made, and items received indicated.

Responsibilities of the Purchasing Department

It is the responsibility of the Purchasing Department to review all requisitions for purchase for proper authorization, account designation, confirmed quotes on pricing, delivery expectations, and terms and any allowable discounts, before the execution of any purchase order. In addition, the Purchasing Department will act as liaison between the department making the purchase and the vendor until the successful execution of any purchase order.

Special purchases such as furniture will require additional lead time as state and federal surplus (used) sources will be examined through University Services before retail sources will be examined.

PROCEDURE FOR REQUISITIONING PURCHASES:

1. Fill out requisition form.
2. Obtain price estimates for items from "Possible Vendor" list.
3. Obtain approvals from:
 - a. Department chairperson or supervisor
 - b. Division chairperson or director
 - c. Department budget administrator
4. Keep a copy for departmental records and submit the approved requisition to Purchasing.
5. If approved, Purchasing issues a purchase order.
6. Upon receipt of goods, mail the signed copy of the receiving report to the DIVISION OF BUSINESS AFFAIRS. If a partial order is received, make a copy of the purchase order and indicate those items received.