

Management Support

Purchasing: Authorization & Control

Requisitions must be approved by the site administrator with budget authority. As a minimum requirement, requisitions must provide the following information:

1. Name of school, department and originator, and date originated;
2. School, department or person to which material is to be delivered;
3. Budget account code;
4. Specifications of equipment items (manufacturer, stock number, etc.);
5. Estimated cost based on latest price; and
6. Budget year

The accounting department will prepare a multiple-copy purchase order from the original request. One copy of the purchase order will be sent to the receiving facility and the original to the vendor.

Upon placement of a purchase order, the business office will encumber the expenditure against a specific budget line item to guard against the creation of liabilities in excess of revenues.

Materials desired for “examination” should be ordered on requisition, and include a statement that “the following items are for examination for 30 days.”

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Revision Dates: November 1, 2002
October 9, 2019