

## Purchasing Information & Reference

Please use this document to better understand the purchasing process & terminology within our department, the University's Purchasing office and the University's purchasing guidelines.

### **Credit Card (p-card) \*Process remains within the department**

- Orders less than \$2500.00, with the exception of hazardous chemicals & any onsite service
- Require a requisition form (excel doc) and in some cases a quote for reference
- Orders are generally placed within 24-48 hours. After received, they are sent for budget approval, and only when returned as approved, are they placed on the p-card.
- It is urgent that packing slips are promptly returned by faculty + students to Clarissa as it disrupts the reconciliation process
- Ebay is not an allowable vendor by the University, nor is using Paypal.

### **Purchase Orders \*Process includes the Purchasing Office**

- Above \$2500.00, a hazardous chemical, or onsite service
- If you need to make an appointment for an onsite service, send the requisition and quote first. Only after the PO has been generated by Purchasing, with a valid PO number, can an appointment be made
- Purchase Orders require a requisition form, quotes with shipping and where appropriate, justification
- This process begins in our office and escalates for approval depending on the total cost. The expected turnaround time for the entire process is 2 weeks. Please plan accordingly.
- It is urgent that packing slips are promptly returned by faculty + students to Jean as it disrupts the payment process