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