



University Facilities Purchase Authorization Procedure

University Facilities

Internal Procedure: A.1
Effective date: November 22, 2000
Last Modified: January 25, 2006
Approved by:

In order to ensure adequate financial control and separation of duties, all purchases require the approval and signature of the purchaser and appropriate supervisor or designee.

On-Line Requisitions

All on-line requisitions must have the signature of the person requesting the material and the appropriate supervisor. A Facilities purchase order will not be issued without both signatures.

Emergency Phone Purchases

Purchase orders will only be given by phone when the appropriate supervisor indicates that any delay in obtaining the material may result in loss or damage to the University property. When a Facilities purchase order number must be obtained by phone due to emergency, the receipt and the on-line requisition are to be completed, approved by the purchaser and supervisor, and returned to the Facilities purchasing staff within one (1) business day.

Open Purchase Orders

Purchases from vendors that maintain open purchase orders (NAPA Auto) require the signature of the purchaser on the receipt. The purchaser is also responsible for completing an on-line requisition with the signature of the appropriate supervisor. The receipts are to be returned to the Facilities purchasing staff within one (1) business day.

Failure to follow this procedure will result in the termination of purchasing privileges and/or disciplinary action.