



SUBJECT: Requirements & Approval for Purchase Requisitions/Check Requests	Effective Date: March 2011	Policy Number: 04-6-005
	Supersedes:	Page 1 Of 2
	Responsible Authority: Purchasing	

I. Purpose and statement of operational policy underlying the procedure.

To define approval requirements for purchase commitments, to establish authority to review requests and to determine sources

II. Applicability/Scope

This procedure applies to all procurement transactions.

III. Process for Implementing Procedure

The Requestor is required to obtain appropriate approval of each purchase requisition/Check Request prior to the establishment of a firm order, contract or service.

The Department Head is responsible for making sure adequate funds are available for the request. If funding is not available, the Department Head must clear the inadequate funding problem with the Controller. A request to transfer funds should be submitted for the Vice President/Chief Financial Officer approval. After approval, the transfer of funds request will be given to the Controller to make the transfer.

It is the responsibility of the requestor and Department Head to make sure requisitions have the correct account name and number and appropriate supporting documentation when submitted to Purchasing. It shall be the responsibility of Purchasing to review the specification of each request. This review shall include but is not limited to:

- Vendor name exactly as it appears on the invoice, contract or quote
- Account Name
- Account Number
- Amount on the request match the invoice, contract or quote amount
- Purpose/Description is completed
- Payee/Vendor name, address, telephone and fax numbers
- Date request generated
- Due date (date payment due to vendor)

- Quantity
- Description of item or services
- Cost per unit
- Supporting documentation
- Name of Requestor
- Signature of Department Head, Cabinet Member and Grants Accountant, if applicable

Responsibility	Action	Timeline
Purchasing Manager	Reviews purchase requisition/check requests to match with the supporting documents	1 to 2 business days
Vice President and Purchasing Manager	Contacts the originating department if any specifications need to be altered	1 to 2 business days
Vice President/CFO	Approves and sign purchase requisition/check requests	1 to 2 business days
Purchasing Manager	Forwards approved purchase requisition/check requests to accounts payable	1 to 2 business days
Purchasing Manager	Returns inconsistent/ incorrect purchase requisitions/check requests to the originating department	1 to 2 business days

IV. Related policies/References for more information

N/A

Authorizing Official: <u>Jim Duggan</u>	Authorization Date: <u>10/6/11</u>
Title: <u>Vice President/Chief Financial Officer</u>	