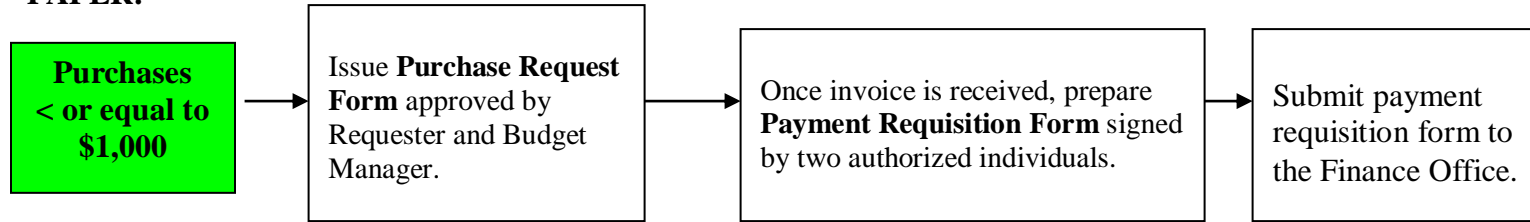
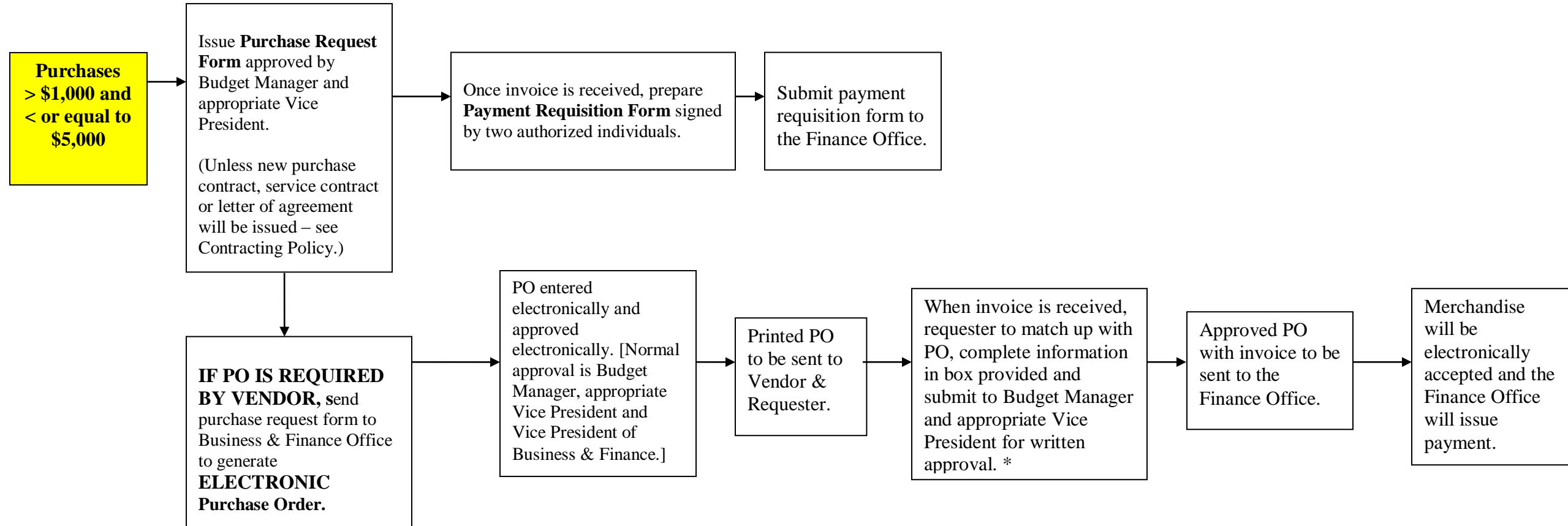


## PURCHASING & CONTRACTING FLOW CHART UNIVERSITY WIDE

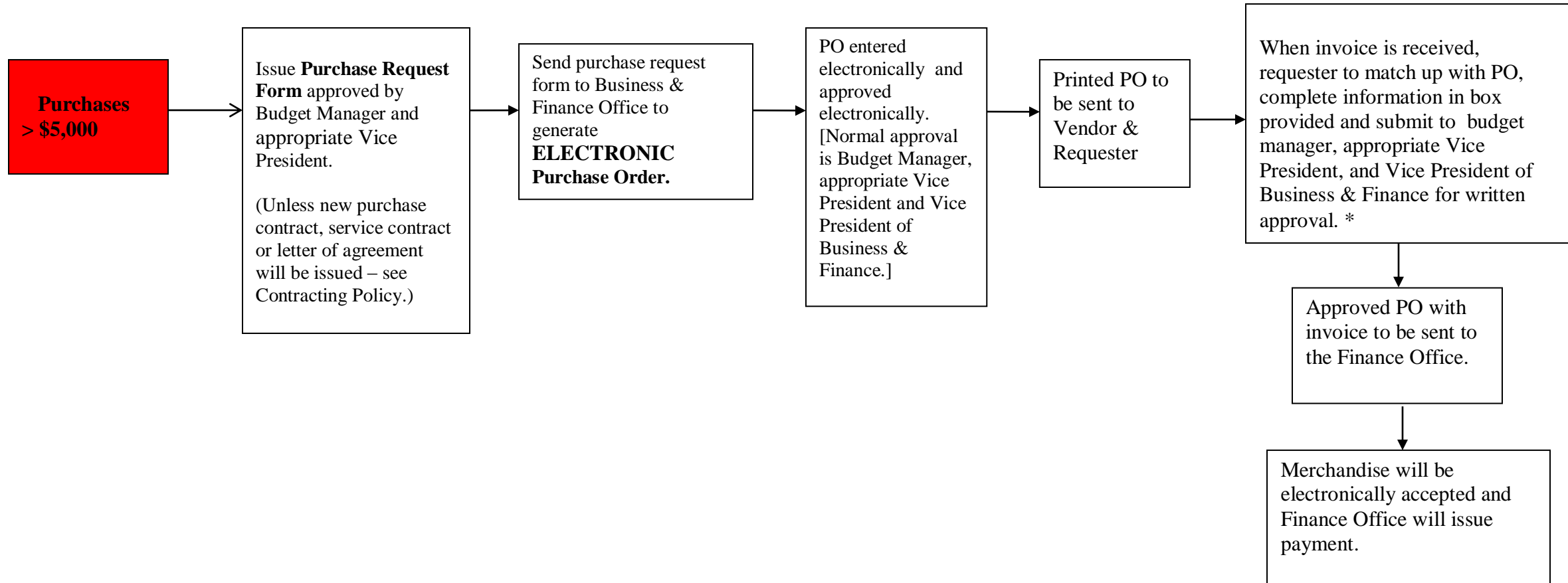
### PAPER:



### PAPER & ELECTRONIC:



**PURCHASING & CONTRACTING FLOW CHART  
UNIVERSITY WIDE (CONTINUED)**



\* IMPORTANT: The generation of an ELECTRONIC Purchase Order alleviates the need to complete a payment requisition. If the Purchase Order is not used to generate payment, funds may be encumbered twice against your budget.

## **PURCHASING & CONTRACTING FLOW CHART**

This document was prepared in an effort to clarify the purchasing and expense procedures at Capital University. Recent budgetary concerns have led the Vice Presidents to look more closely at all purchases made throughout the University. Prior approval, whether it be at the departmental or division level, is now required. Please see below for specific guidelines and requirements by purchase amount. Purchases are defined as any expense paid with University funds (i.e., supplies, service, memberships, travel, etc.)

### **PAPER:**

*Purchases less than or equal to \$1,000*

If you are planning a purchase less than or equal to \$1,000, you may proceed with the order only after obtaining approval from the appropriate departmental budget manager. Once the merchandise and an invoice are received, please complete a **Payment Requisition Form**<sup>1</sup> signed by both the individual receiving the merchandise or service and the approving departmental budget manager. Only authorized individuals previously assigned departmental budgetary duties may submit and subsequently approve payment requisitions. Once approved, the payment requisition form is submitted to the Finance Office.

### **PAPER & ELECTRONIC:**

*Purchases greater than \$1,000 and less than or equal to \$5,000*

If you are planning a purchase over \$1,000 but less than or equal to \$5,000, you must complete a **Purchase Request Form (available on the Finance Office Web page)** listing the account number to which the merchandise will be charged. This must be initiated with approval by the departmental budget manager and respective Vice President before you place the order. Once the merchandise and an invoice are received, you will need to prepare a **Payment Requisition Form** signed by both the individual receiving the merchandise or service and the approving departmental budget manager. Only authorized individuals previously assigned departmental budgetary duties may submit and subsequently approved payment requisitions. Once approved, the payment requisition form is submitted to the Finance Office.

If a Purchase Order is required by the vendor, send the approved Purchase Request Form to the Business & Finance Office to generate an ELECTRONIC Purchase Order. The Purchase Request will be entered and approved electronically by the Business & Finance Office until such a time when the entire University has access to electronic input and approval. The printed Purchase Order will be sent to the vendor and the person requesting the purchase. When the invoice is received, the requestor is to match up the invoice with the Purchase Order, complete the information in the box provided at the bottom of the Purchase Order and submit to the appropriate budget manager and appropriate Vice President for written approval. This step replaces the need for a Payment Requisition as the funds are already encumbered on the appropriate account. The approved Purchase Order with the invoice is then forwarded to the Finance Office. Merchandise will be electronically accepted and the Finance Office will issue payment. Please call the Business & Finance Office at 6813, if you have any questions.

## PURCHASING & CONTRACTING FLOW CHART (continued)

### *Purchases greater than \$5,000*

If you are planning a purchase greater than \$5,000, a **Purchase Order**<sup>2</sup> is required by the University (prior to delivery of merchandise/services) *unless* a new purchase contract, service contract or letter of agreement will be issued (see **Contracting Policy**<sup>3</sup>). To generate a purchase order you must complete a **Purchase Request Form (available on the Finance Office Web page)** listing the account number to which the merchandise will be charged. This must be initiated with approval by the departmental budget manager and respective Vice President before you place the order. Send the approved Purchase Request Form to the Business & Finance Office to generate an ELECTRONIC Purchase Order. The Purchase Request will be entered and approved electronically by the Business & Finance Office until such a time when the University has access to electronic input and approval. The printed Purchase Order will be sent to the vendor and the person requesting the purchase. When the invoice is received, the requestor is to match up the invoice with the Purchase Order, complete the information in the box provided at the bottom of the Purchase Order and submit to the appropriate budget manager and appropriate Vice President for written approval. This step replaces the need for a Payment Requisition as the funds are already encumbered on the appropriate account. The approved Purchase Order with the invoice is then forwarded to the Finance Office. Merchandise will be electronically accepted and the Finance Office will issue payment. Please call the Business & Finance Office at 6813, if you have any questions.

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<sup>1</sup> The Payment Requisition Form (DOC) can be downloaded from <https://www.capital.edu/general-accounting/>.

<sup>2</sup> [http://www.capital.edu/uploadedFiles/Capital/Faculty\\_and\\_Staff/Finance/Content/ProceduresofPurchaseReqandPOs20845.pdf](http://www.capital.edu/uploadedFiles/Capital/Faculty_and_Staff/Finance/Content/ProceduresofPurchaseReqandPOs20845.pdf).

<sup>3</sup> [http://www.capital.edu/uploadedFiles/Capital/Faculty\\_and\\_Staff/Human\\_Resources/Content/HR-Contract19641.pdf](http://www.capital.edu/uploadedFiles/Capital/Faculty_and_Staff/Human_Resources/Content/HR-Contract19641.pdf).