

Policy No. 506

Area: Business Services

*Original signature is on file in
Administration & Finance*

Adopted: September 18, 1998

Certified by _____
Dr. Cynthia Jackson-Hammond
University President

Revisions Adopted: June 9, 2016

SUBJECT: Purchase Requisition Policy

FORMAL PURCHASE ORDER

1. An official purchase order is issued by the Purchasing Department as a result of the electronic purchase requisition initiated by the end-user. The formal purchase order covers purchases made by the University.
2. The purchase order describes the quantity, items purchased and special circumstances under which it is to be produced and delivered.
3. Purchase order numbers will not be given out to individuals to place an order with a vendor. The Buyer will place the formal order with the vendor. Any verbal orders, or orders of any kind from an individual, are the responsibility of that individual and will not be reimbursed from University funds.
4. Copies of purchase orders are maintained electronically.

CHANGES IN FORMAL PURCHASE ORDERS

Modification, Cancellation, and Follow-up of Formal Purchase Orders- Requests for modifications or cancellations of a purchase order should be directed to the Purchasing Department in writing. The reasons for change should be stated along with reference to the purchase order number and vendor. A purchase order can be cancelled only with the mutual consent of both parties. To determine the status of an order, contact the Purchasing Department.