

PURCHASING

Effective October 1, 2001 expenditures less than \$2500 will generally not require the processing of a purchase requisition. The section [entitled “Purchases Which Do Not Require A Purchase Order”](#) from the *Financial Policies and Procedures Manual* summarizes the types of expenditures that will no longer require the processing of a purchase order.. [This Spending Policies and Procedures](#) is now available on the Auburn University web. A copy of this section is enclosed. Please note the other types of expenditures that do not require the processing of a purchase order. Expenditures of \$2500 and larger, not listed, will continue to require a purchase order.

The intent of this change in policy is to allow for a more timely and flexible approach in purchasing procedures. The purchase order remains available if it is felt one should be prepared for encumbrance purposes, vendor requirements, or other reasons as considered appropriate. It may also be appropriate that purchase orders be prepared for purchases made near the end of the expiration date of contracts and grants.

If it is determined that a purchase order is necessary, the implementation of Purchase Requisitions will take place.

County

When it has been determined that a purchase order is necessary, a purchase requisition is initiated and typed at the county level and forwarded to the District Extension Coordinator for approval. After approval the regional office forwards it to the Associate Director, Rural and Traditional Programs. After the Associate Director’s approval, it is sent to Administrative Services for processing before it is sent to University Purchasing.

When a purchase order has been issued by University Purchasing, Administrative Services receives a copy. It is then sent to the appropriate county office. This copy will show the purchase order number, date issued and the account number and subcode. This information is necessary when the merchandise has been received and the bill arrives. At that time the bill is processed by using the Invoice Stamp.

On-Campus

When it is determined that a purchase order is necessary, a purchase requisition is initiated and typed in each unit. After department head approval, the purchase requisition is sent to the

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appropriate Associate Director for approval before arriving in Administrative Services in route to University Purchasing.

When a purchase order has been issued, Administrative Services receives a copy from Purchasing and it is then sent to the person on the “Ship and Invoice To” section for their files. This copy will show the purchase order number, date issued and the account number and subcode. This information is necessary when the merchandise has been received and the bill arrives. At that time the bill is processed by using the Invoice Stamp.

Contracts/Grants

Off-Campus

In processing purchase requisitions involving contract/grant accounts, the forms must be routed through the County Extension Coordinator, District Extension Coordinator and then on to Administrative Services. Signatures are required from each of these individuals (to include the project leader). Administrative Services will affix the Director’s signature and forward to University Purchasing.

On-Campus

In processing purchase requisitions involving contract/grant accounts, the forms must be routed through the appropriate academic department head, academic dean’s office, then on to Administrative Services. Signatures are required from each of these individuals (to include the project leader). Administrative Services will affix the Director’s signature and forward to University Purchasing.

Emergency Purchase Orders

Even with the best of intentions and planning, emergencies can arise and equipment or supplies must be secured immediately. However, an emergency purchase requisition will only be processed if the lack of the particular equipment or supply is over \$2500 and will cause serious financial or operational loss. Emergency purchase requisitions must contain a memo explaining the nature of the emergency and why a purchase requisition could not be done in advance of the purchase. The final decision of whether the request is an emergency or not rests with the University Purchasing Department.

When items are bought prior to receiving an official purchase order number, you are taking a chance that you will be required to pay for the order out of private (non-university) funds.