

<b>Policy: Purchase of Supplies &amp; Equipment</b>	<b>Number: 309.01</b>
<b>Date Revised: 09-01-17</b>	<b>Supersedes: D-02</b>
<b>Cross Reference: N/A</b>	<b>Issued: 09-01-81</b>

All purchasing of supplies or equipment should be accomplished through electronic procedures established by the Dean of Administration. Any such expenditure must be in accordance with individual program or departmental budgets.

Electronic requisition forms will be completed and submitted to the appropriate Dean or department head for approval. If approved, the requisition will be routed to the Business Office for action. There will be no purchasing of supplies or equipment without an approved purchase order.

Any questions involving details of the institutional purchasing system should be addressed to the Dean of Administration.

In dire situations, emergency purchase orders will allow departments to bypass normal procurement procedures to directly order minor amounts of materials, services, or repairs which are needed on an emergency basis to continue essential department operations. Emergency purchase orders should only be used for minor purchases of materials, services, or repairs which are needed on an emergency basis to continue essential department operations.

Emergency purchase orders should not be used for:

- On-going commitments, such as maintenance contracts
- Standing orders
- Orders less than \$10
- Capital equipment purchases