OPERATING PROCEDURES

1. **Online Purchase Requisitions** - The online purchase requisition initiates the procurement process. If it is inaccurate, incomplete, or not approved by the Financial Manager or their designated alternate approver, there may be delays and errors in fulfilling the order. The individual who initiates a purchase requisition should not also approve the purchase requisition (unless the individual is the Financial Manager), as this negates the check and balance internal control. If Purchasing is unable to process the online requisition and the problem cannot be resolved satisfactorily, the online requisition will be cancelled. Instructions detailing the preparation of a purchase requisition are available from the Purchasing Department.

2. **Blanket Purchase Orders** - Blanket purchase orders may be established with vendors to allow a department to purchase supply items for a specified period of time. Blanket orders are never established for equipment items. In addition, the total of the blanket order may never exceed $3,000 for the fiscal year. In addition to the usual information provided on a purchase requisition, the department must also supply the following:
   
   A. Time period for the purchases to be made;
   
   B. A list of items to be purchased (such as food items, material, building supplies, etc.); and
   
   C. Specify if the blanket order is being established in conjunction with a special event or project being held on campus (theater event, dance program, etc.).

3. **Purchase Order Changes** - Changes can be made on outstanding orders, although such should be avoided if possible. All changes must be submitted to the Purchasing Department via a written notice from the originating department. The written notice must include the reason for the change.

4. **Purchase Order Cancellations** - The cancellation of a purchase order breaks a binding agreement and should not be done without just cause. The department is responsible for contacting a vendor to cancel an order. After contact with the vendor, the department must submit a written notice to the Purchasing Department. At a minimum, the written notice must contain the following:
   
   A. Purchase order number;
   
   B. Vendor name and address;
   
   C. Representative at company who agreed to the cancellation; and
   
   D. Reason for the cancellation.