

UNION COLLEGE

PURCHASING PROCEDURES

Procedure: Purchasing of Goods, Services and Capital Assets
Department: Office of Business Affairs
Contact: Director of Accounts Payable purchasing@unionky.edu 606-546-1208

Normal Procedure

Purchases of goods, services and capital assets are approved through the use of a Requisition Form. After being processed by the Business Office, these documents become valid college contracts for goods and services. Any direct acquisition of goods/services or capital assets by any other means may not be honored for payment by the College.

The requisition form is accessible through the website, www.unionky.edu, under Faculty/Staff > Employment Resources > Employee Forms.

The following procedures should be followed when purchasing goods and/or services:

1. Complete a requisition form completely. This should include all the following information:
 - a. Department
 - b. Budget account number or numbers.
 - c. Date of requisition.
 - d. Date delivery required.
 - e. Vendor name and address.
 - f. Signature of person requesting purchase order number.
 - g. Description, quantity, unit, unit price, and amount. If you are not sure of the exact pricing, please provide an estimate.
 - h. You must have the requisition approved by your supervisor or departmental budget manager. The approving person should check the budget account to ensure there is enough funding available in the account to cover the purchase.
 - i. Purchase amounts greater than \$1,000 must also be approved by a Vice President/Dean with jurisdictional budget responsibility. Purchase amounts greater than \$5,000 require approval from the VP of Business and Financial Services, while purchase amounts greater than \$10,000 must be approved by the President of the College.
2. Submit the requisition form to the Business Office for the assignment of a purchase order number.
 - a. Before a purchase order number is assigned, an additional budget check will be performed.
 - b. If the purchase falls within the budget limits, a purchase order number will be assigned.
 - c. All requisitions will be approved by the Budget Director and/or Vice President of Business and Financial Services.
 - d. After the purchase order number is assigned, a purchase order number will be emailed to the person who had requested the approval.
3. When the invoice or receipt is received for the goods or services purchased, sign the invoice or receipt to indicate that the goods or services have been received and submit to the Business Office for payment processing.

Note: Capital equipment/assets costing equal to or greater than \$1,000 must be capitalized for depreciation purposes as outlined in the Asset Capitalization policy.

Emergency Situations

If an emergency arises, a purchase order can be given out over the telephone or via email. In this case, a confirming requisition containing all of the information above and proper approval must be sent to the Business Office as soon as possible.

Notice: Union College will be responsible only for payment of invoices which have been made by proper requisition and order.