Purchasing Procedures

Department: Office of Business Affairs
Contact: Assistant Controller purchasing@unionky.edu 606-546-1205

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 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 $10,000 must also 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. After the purchase order number is assigned, a purchase order number will be emailed to the person requesting approval. The requisition form is accessible through the website, www.unionky.edu, under Faculty/Staff > Employment Resources > Employee Forms.

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 Assistant Controller as soon as possible.

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

Last update March 2015