

## ROANOKE COLLEGE PURCHASING POLICY

**The Business Office requires requisitions to be submitted for goods and/or services where the total purchase is \$500 or more.** Requisition forms can be found and printed from the Faculty & Staff "Forms" web page. All sections of this form, including an authorized signature and account to be charged, must be completed and turned into the Business Office. Please allow two business days after receipt in our office for the requisition to be processed and approved.

### **Purchases totaling less than \$500**

Individual department heads are authorized to order supplies and services directly from vendors without submitting a requisition when the total cost of the purchase is less than \$500. Department heads may delegate this authority to those persons that they authorize to approve departmental expenditures by informing the Business Office in writing or by email of the decision. The Business Office will maintain a listing of authorized signers by department.

**However, please keep in mind that the budget manager is responsible for keeping total expenditures within his or her departmental budget, regardless if another individual has been given authority to purchase goods and/or services.**

When individuals order goods and/or services, they should direct companies to send the corresponding invoices directly to their attention. If a vendor requires a purchase order number for goods less than \$500.00 please use your phone extension/department account number for identification purposes. Invoices, which are then submitted for payment to the Business Office, must contain a valid account number and signature to authorize payment.

### **Purchases totaling more than \$500**

Requisitions must be submitted and approved **before** goods and/or services are ordered. Department heads (or individuals who have been designated by the department heads in writing) must sign requisitions indicating their approval of departmental expenditures. Requisitions should note a "ship to" and a "bill to" address. The "bill to" address should be the address of the individual department ordering the goods and/or services. All vendors will be instructed to send invoices to the "bill to" address rather than to the Business Office. **Under no circumstances should any goods be shipped to any address other than Roanoke College i.e. home addresses.**

Requisitions will be approved and processed within two days of receipt in the Business Office.

\*A copy of the purchase order will be forwarded to the specified company as a request to order goods unless it is otherwise noted on the requisition. **Faxing of purchase orders to companies is not the standard practice of the Business Office.** Employees may request to have the company's copy forwarded back to the department in order for the employee to fax in an order.

\*A departmental copy of the purchase order will be returned to the budget manager.

### **Blanket Purchase Orders**

Blanket purchase orders will only be processed for suppliers that have been identified as providing goods and /or services totaling \$2,000 or more in any one fiscal year.

If each individual invoice is less than \$500, and the total purchases will be below the \$2,000 yearly limit, a blanket purchase order is NOT necessary.

### **Additional considerations**

\*Confirming purchase orders will be restricted to those cases involving extenuating circumstances.

\*Any College employee who orders goods without following the proper procedure may be personally liable if a requisition is not approved.

\* Additionally, repeat offenders of this policy will be required to obtain Vice Presidential approval before payment will be made.

**\*Please remember that employees are expected to allow ample time for a requisition to be processed, approved, and mailed to the company.**

\*It is also **imperative** that invoices be forwarded to the Business Office for payment within 5 days of receipt of the invoice. This will ensure payments within terms of the invoice as well as vendor relations with your department at the highest regards.

\*In accordance with Print Shop Procedures, in order for the College to make payment to the vendor, a Print Shop Request Form must accompany the Purchase Order Requisition. Otherwise, the College will not be responsible for payment of the bill.