

PURCHASING POLICY

**Roanoke College requires requisitions to be submitted for the purchase of goods totaling $5,000 or more.**  Requisition forms are located on the Business Office 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 $5,000

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 $5,000. 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 Officer 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 $5,000., please use an internal tracking number that you create (e.g., your phone extension, department number) for identification purposes. Invoices, which are then submitted for payment to the Business Office, must contain a valid account number, authorized signature and appropriate backup documentation.

Purchases totaling more than $5,000

Requisitions must be submitted and approved before goods 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*.*

*Under no circumstances should any goods be shipped to any address other than Roanoke College (i.e. home addresses).*

Once a purchase order is complete, a copy is sent via email to the initiator of the requisition. The initiator is responsible for placing the order with the vendor. The Business Office does not submit purchase orders directly to vendors.

Services

A purchase order is not necessary for any type of service.

The following auxiliary operations are granted the ability to make >$5000 purchases without business office issued purchase orders : Food Service operations, Campus Plant operations, Information Technology.

**Guidelines for purchasing using Roanoke College credit card**

* When using a college credit card, all users must adhere to all established expense policies and guidelines.
* Purchases of goods with a credit card will not require a purchase order.
* All purchases of IT related equipment must be approved by the Information Technology department prior to order.
* Department heads (or individuals who have been designated by the department heads in writing) must approve all credit card purchases.

**Additional considerations**

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 and approved**.

It is **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.