The purchasing office works together with departments across campus to purchase goods and services in an effective manner. To accomplish this goal, professional buyers work on behalf of Elon to find the highest quality goods and services for the best price. Also, purchasing serves as the central repository of all purchase orders issued, and contracts executed, on behalf of the University. Given the current global economic environment, there is a heightened need for sound financial management, and it is becoming increasingly important for each Elon University budget manager to work closely with purchasing to be vigilant stewards of University funds.

Budget Managers have the responsibility to follow the policies and procedures put into place by the Purchasing Department to assure the University consistently follows appropriate financial practices. **Before University funds can be committed, it is vitally important that proper and complete authorization be obtained.** To achieve this goal, and to assure successful internal and external audits, the procedures outlined below must be followed:

(A) Purchases greater than $1,000 require a PO number be assigned to the purchase prior to placing the order with the supplier. In an effort to maintain current quality and standards, the purchase of all furniture and technology items must be purchased using a purchase order number regardless of the dollar amount of the purchase.

(B) Please fill out a Purchase Request Form, obtain the required approvals and forward it to the Purchasing department at 2950 Campus Box. The form can be found at ([http://www.elon.edu/e-web/bft/purchasing/i_forms.xhtml](http://www.elon.edu/e-web/bft/purchasing/i_forms.xhtml)).

(C) If you need to place the order verbally with the supplier, the following sequence of steps **must** be followed:

1. Fill out the Purchase Request Form and obtain all required signatures
2. Scan and email (panderson@elon.edu) or fax (x-4916) the completed Purchase Request Form to Purchasing
3. Call Purchasing (x-5580) to request the PO Number
4. Call the vendor and place the order making sure to give the vendor the assigned PO number
5. Write the PO Number on the top of the Purchase Request Form in the space provided
6. Indicate whether or not a hard copy of the PO should be sent to the supplier by circling Y or N at the top right of the Purchase Request Form
7. Mail the completed original Purchase Request Form to Purchasing (2950 CB) **immediately** after placing the order with the supplier
(D) Purchasing will enter the PO into the Datatel system. You will be sent a green and pink copy of the PO. The pink copy is for your records. The green copy should be signed in the top right hand portion and sent to Gail Key in the Accounting office (2900 Campus Box) immediately after you receive the item(s) ordered. This is your acknowledgement to Accounting that you have received the item(s) and the invoice can be paid.

(E) If you receive a partial shipment, sign the green copy and indicate which items were received and which were not. Send the green copy to the Accounting Office. Accounting will in turn send you a green “backorder” slip. Once you receive the backordered items, sign the “backorder” slip and return it to Accounting.

(F) Students are not permitted to call Purchasing to get a PO number. If the purchase is for a student organization, the organization’s faculty/staff advisor must request the PO number. The advisor must also be the person to sign the green copy of the PO upon receipt if the item(s) ordered.

(G) If procedures are not followed, it could result in; (1) delays for the ordering department, or (2) paying too high a price for products. Further, Elon’s external auditors may issue findings that hold the non-compliant department and budget manager responsible.

Purchasing Web Site: http://www.elon.edu/e-web/bft/purchasing/index.xhtml

If you have any questions, please contact the Purchasing Office at x-5580.