Purchasing, P-Card & Contracts Policies & Procedures
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Purchases

Purchase greater than $1,000 – Purchase Order Required

1. PO # assigned prior to order being placed with supplier
2. Complete Purchase Request and send to Purchasing Office (http://www.elon.edu/e-web/bft/purchasing/i_forms.xhtml)
3. Purchasing creates PO and sends to Supplier
4. Pink & Green copies of PO sent to originator
5. Upon receipt of goods/services, sign Green copy and send to Accounting
6. Accounting will match “Green Sheet” to invoice for payment
7. Keep Pink copy for your files
Purchasing, P–Card & Contracts Policies & Procedures

Purchases less than $1,000 – Purchase Order not required

**Direct Order/Bill**

1. Department places order directly with supplier
2. Upon receipt of invoice, budget manager signs and provides budget number
3. Send to accounting for payment

**P–Card Order**

1. Department placed order directly with supplier
2. Pay at time of order using P–Card
3. Obtain credit card receipt from supplier
4. Reconcile in Works
Purchasing, P–Card & Contracts Policies & Procedures

P–Cards

1. To order a card, complete the P–Card Request Form and send to Purchasing (http://www.elon.edu/e-web/bft/purchasing/i_forms.xhtml)

2. Cards can only be used for purchase less than $1,000 unless travel related (airline tickets, rental cars, lodging, conference registration, meals, etc.)

3. Reconcile transactions in the Works system by midnight on the 27th of each month

4. Submit signed statement and all original receipts to Accounting by the 22nd of the following month
Contracts

1. Contracts should be reviewed by the department for accuracy of work/services to be performed.

2. Complete all information on the Contract Review Cover Sheet (including all appropriate approvals) and submit entire package to Purchasing Office (http://www.elon.edu/e-web/bft/purchasing/i_forms.xhtml)

3. Director of Purchasing will further review contract and sign

4. Director of Purchasing will send contract to vendor for execution

5. Once executed, contract will be scanned into contracts database and a copy will be sent to the originating department

6. It is the responsibility of the originating department to monitor vendor compliance and expiration date
Sustainable Purchasing Guidelines

Copy can be found on the Purchasing web site home page at: http://www.elon.edu/e-web/bft/purchasing/index.xhtml

- Ask critical questions about the environmental sensitivities of the product before buying
- Make vendors aware of Elon’s Sustainable Purchasing Guidelines. Send a clear message that Elon will give consideration to those vendors whose products and services meet the University’s environmental objectives.
- Give preference to environmentally preferable products, where quality, function and cost are equal or superior. Choose products based on efficient use of energy, natural resources and potential for safe, non-hazardous disposal.
- Give preference to manufacturers that have policies in place that support sound labor practices (including no “sweat shop” and ADA compliance).
- Give preference to locally (within a 100 mile radius) and/or regionally (within a 250 mile radius) manufactured products in the purchasing decision process.