DEPARTMENT REQUESTING SUPPLIES FROM RECEIVING DEPARTMENT

SUPPLY PURCHASE REQUEST

A. On the new purchase request form, fill out Account number, Department name, contact person, and ext. number.

B. List item # of merchandise requested and name of each item.
Find the cost – of item on WEB site (may change and will be adjusted by receiving).

C. Obtain proper approval: Dept. Chair, Dean and Vice President.

D. Attach a copy of BW or SAP report printed the day request is submitted to the receiving department. (IF NOT DONE- THEN THE CHAIRPERSON OR THE DEAN MUST DO).

E. Submit request, and allow <u>2 days</u> to be filled – (maybe sooner)

<u>RECEIVING DEPARTMENT/BUSINESS OFFICE</u>

F. Receiving will fill request and scan copy of request to Business Office staff. Business Office will verify that funds are available. (Receiving will keep original request).
<u>NOTE:</u> if there are not enough funds available to fill the order, the receiving dept. will be able to adjust the amount of merchandise requested (by changing the number of items requested, and adjusting the total amount of the request).

G. From scanned request, Business Office staff will prepare a journal entry ASAP – when received, and post JE in SAP (FB 50).

H. Once JE is posted, Business Office will notify Receiving (scan and e-mail) that JE has been posted.

I. When order is completed Receiving will notify requestor that merchandise is ready for pick up.