

PROCEDURE

Effective Date: 6/1/07

Approved By: Vice President George Pierce

Authority: RCW 43.19

Cancels:

See Also: POL-U5348.01 Purchasing with University Funds
POL-U5348.12 Reimbursing Employees**PRO-U5348.01C USING A PURCHASE FORM TO PURCHASE GOODS UNDER THE DESIGNATED DOLLAR LIMIT***This procedure applies to departmental employees making purchases under the departmental purchasing limit.*

Department

1. In accordance with PRO-U5348.01A Purchasing Goods Under The Designated Dollar Limit, **determines** that the departmental Purchase Form is the appropriate method for a particular purchase.
2. Provides vendor with order number from upper right corner of purchase form instructing the vendor to place this order number on their invoice.
3. Instructs the vendor to mail the original invoice to WWU Accounts Payable.
 - a. If the original invoice arrives with shipment, forwards to Accounts Payable immediately.
4. Completes sections 1-7 of form and obtain approval from Financial Manager or Budget Authority.

Financial Manager

5. Reviews departmental Purchase Form. If appropriate, approves the purchase.

Department

6. Retains pink copy for your records, forwards white and yellow sections of purchase form to Purchasing.