

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-U5348.01D

USING A CHECK REQUEST FORM TO PURCHASE GOODS UNDER THE DESIGNATED DOLLAR LIMIT

This procedure applies to departmental employees making purchases under the departmental purchasing limit.

Action by:

Action:

Department

1. In accordance with PRO-U5348.01A Purchasing Goods Under The Designated Dollar Limit, **determines** that the vendor must be paid prior to receiving order.
(See back of form for instructions on appropriate uses of Check Requests.)
2. Obtains invoice or other documentation as evidence of demand for payment, and attaches document to form.
3. Completes sections 1-7 of form and obtains approval from Financial Manager or Budget Authority.

Financial Manager

4. Reviews departmental Purchase Form (Check Request). If appropriate, approves the purchase.

Department

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