

PURCHASING DEPARTMENT POLICY AND PROCEDURES

The purpose of this Standard Operating Procedure (SOP) is to outline the steps required for the acquisition of goods and services and subsequent payment for LIFE University.

PURCHASING

Purchasing procedures have been established for the departments to follow as listed below:

1. Complete a purchase requisition form with the following:
 - a. Complete 10 digit GL Code (i.e. 01-6410-6640-00). The department code is preceded by the object/budget code.
 - b. Requestor signature and authorized approver signature(s). Approval signatures must be Department Head, Director, Dean, Executive VP and Executive VP for Finance or President.
2. Submit the completed purchase requisition with appropriate signatures and backup (i.e. quotes, contracts) to the purchasing department for processing.
3. Any purchase requisition for a new vendor should have a W-9 attached.
4. All purchase requisitions for capital equipment (object code 7050 with a lifespan of 3 years or greater, costing \$500 or greater), shall be signed by the Executive VP for Finance.
5. All purchase requisitions with departmental coding for technology, hardware, software, media, computer related accessories and etc. need to be forwarded to the Chief Information Officer for authorization. IT will forward the requisition to purchasing upon authorization and completion.
6. All requests for graphics, printed matter, and promotional items should be forwarded to the Marketing department for a quote before submitting a requisition to the purchasing department.
7. Any incomplete requisitions will be returned to the department for corrections.
8. Any requisition over \$10,000 should have three bids attached.
9. Purchasing will process and record the purchase order (PO) or blanket purchase order (BPO) number on the requisition.
10. Purchasing will place the order and return the pink copy of the requisition to the originating department.

11. Purchasing will forward the yellow copy of the purchase requisition to Accounts Payable for the receipt of the invoice and processing for payment.

NOTE: All purchases must have a valid purchase order number – **not a purchase requisition number (print control #)**.

INVOICING

Once the vendor has processed your order and created an invoice, that invoice will be sent to the originating department for approval to pay. This is done so that you can confirm that your order has been received complete and to your satisfaction, before authorizing your payment.

Then, to reduce the amount of paperwork generated during the approval/acceptance process, follow one of the two methods below to send in your invoices to Purchasing for payment:

Digitally:

Using a PDF version of your invoice, and Adobe Acrobat Reader, do the following:

- 1) Stamp "APPROVED by..." (using stamper tool).
- 2) Add the PO/BPO number to the comment box if it is not printed on the invoice
- 3) **Scan back to purchasing@life.edu.**

Manually:

On the invoice itself, write the following:

- 1) "Ok to Pay"
- 2) Your name (or initials) and today's date.
- 3) The PO/BPO number if it is not printed on the invoice.
- 4) **Interoffice OR scan back to purchasing@life.edu.**

Accounts Payable must have an invoice to pay – *they will not pay from a statement, a quote, or an estimate.*

Delayed vendor payments may result if an invoice does not have a valid purchase order number or if the invoice date precedes the purchase order number.