

Special Approvals

Some items require special approval by another office on campus before they can be processed by the Procurement Office. These include the following items:

Printing – Request for brochures, newsletter or other major publications that will be sent off campus must be approved by the Public Relations Office.

Computer Equipment and Software – Computer equipment and software must be approved by the IT department before the request is processed. Complete a requisition; send an email to IT giving them the requisition number. IT will approve the information on the requisition, emailing you back with any changes that might need to be made or stating that the requisition is approved. You will then need to complete the chartfield approval and budget checking so the requisition can be processed by the Procurement Office.

Personnel Ads – All requests for ads for positions on campus must be approved by the Office of Personnel.

Purchase of equipment with utility requirements – Request for purchase of equipment requiring increased or additional utilities (electrical, gas, water, and/or drain lines) should be reviewed with Physical Plant before the requisition can be processed.

Maintenance and Service Agreements

Centralized control of equipment maintenance contracts and certain service contracts will be the responsibility of the Procurement Office. Close liaison will be maintained with manufacturers and suppliers of equipment by the using departments.

Maintenance contracts for office machines and services will be negotiated and renewed annually with a common expiration date of June 30.

Newly acquired equipment will be put on maintenance at the request of the department, when a new piece of equipment is received, you will be notified of the warranty expiration date. If it is the intention of the department to pick up a maintenance agreement, a requisition should be submitted 30 days prior to expiration of the warranty.

Additional contracts and/or service type agreements connected with this responsibility would include those pertaining to pest control, water and boiler treatment, garbage pick up, etc.

Maintenance contracts are obtained at the request of the department and renewed by the Procurement Office after receiving a requisition. This is not an “automatic” procedure.

Repairs

When an item **is covered** under a maintenance agreement and needs repair, call the vendor with whom you have the agreement, with the model and serial numbers and the nature of the problem. Some equipment is identified with a local dealer tag with a contract or machine number. Also some vendors need the meter reading on copiers. It's a good idea to keep your own monthly meter reading record.

When an item **is not covered** under a maintenance agreement, call the vendor to get an estimate of their hourly rate, prepare a requisition with the model and serial number and the nature of the problem and the Procurement Office will call in or, send a Purchase Order for the repair.

Someone in the department should check the equipment, **BEFORE THE TECHNICIAN LEAVES**, and be sure it is operating satisfactorily before signing a receipt for the work.

Petty Cash Purchasing Procedures

Small items with a value of less than \$25.00 can be reimbursed from petty cash. Each sales receipt must have the name of the vendor, date of the purchase and an authorized signature approving the purchase. Sales receipts should be brought to the business Office for reimbursement within 5 days from the date of purchase. A Petty Cash Ticket must be completed and signed by the recipient of the reimbursement and the petty cash custodian. The account, fund, department, class, project and project id number to be charged must be on the ticket. The petty cash custodian will retain the white copy for the Business Office, and the yellow copy should be returned to the department. Your management report will reflect your department's petty cash purchases each month.