

Official Function

Fits Fiscal Rule 2-7

Check with Cafeteria:
Available to provide service?
Or
Go to outside vendor?

Complete Form (be sure to initial the items on the checklist)
AND
Attach supporting documentation:
✓ Price quote
✓ Agenda/Training materials

Obtain:
✓ First Level signature -
Manager/Coordinator/Dept. Chair/Dean
✓ Second Level signature -
VP <\$3,000 or President >\$3,000

If the event is requested by a VP then the President signs as second level

Approved

Cafeteria Purchase:
✓ Submit catering request
• Keep form and all supporting documentation to submit with invoice to AP

Vendor Purchase under \$3,000:
✓ PCard – Place order and use PCard as a method of payment.
• Keep form and all supporting documentation to attach to PCard statement

Vendor Purchase over \$3,000:
✓ Purchase Order
• Submit Purchase Requisition
• Attach form and all supporting documentation

Cafeteria Closeout:
✓ Ok to pay invoice
✓ Attach all supporting documentation
✓ Submit to AP, Campus Box 16

PCard Closeout:
✓ Submit itemized receipt and all supporting documentation to appropriate PCard statement

PO Closeout:
✓ Ok to pay invoice and submit to AP
✓ Complete Receiving Report