

**PURCHASE OF GOODS & SERVICES**  
**Funds 150-199 Only**  
**Request for Funds**

**Step 1 - Quote**

Person making request gains a quote: (Skip this step for OPEN PO's only)

- ☐ Copy of catalogue page/order form from approved vendor; or
- ☐ Quote from an approved vendor; or
- ☐ For Travel, a copy of mileage through MapQuest.com

NOTE: A "Statement of Expense Form" for Travel MUST be completed and submitted to the Business Office upon return from trip.

**Step 2 - Generate Requisition**

Requisition generated:

- ☐ Requests entered through EdPro
- ☐ Send copy of requisition with attach documentation from Step 1 to Accounts Payable Clerk for approval from Chief Financial Officer and PO generation.

**Step 3 - Purchase Order Generated**

- ☐ Order is placed through vendor
- ☐ Copy of PO and/or PO# given to vendor; please be sure vendor includes PO# on ALL orders
- ☐ ALL ORDERS SHIP TO CENTRAL SUPPLY, BE SURE THE 'SHIP TO' ADDRESS IS CORRECT

**Step 4 - Order received and Packing Slip reviewed (For Services, Subscriptions, & Dues Skip Step 4)**

- ☐ Central Supply receives shipment
- ☐ Central Supply Director inventories goods/checks order for completeness
- ☐ Central Supply Director sends goods to campus with 2 copies of the PO
- ☐ Campus designee checks order for completeness
- ☐ Campus designee signs PO and sends to Central Supply
- ☐ If order is incomplete, the PO is held until it is complete then sent to Central Supply
- ☐ Central Supply attaches packing slip to PO and sends to Accounts Payable Clerk

**Step 5 - Invoice**

- ☐ Accounts Payable Clerk receives invoice and attaches PO and packing slip
- ☐ Accounts Payable Clerk reviews 5 step processes for accuracy and required documentation
- ☐ Accounts Payable Clerk pays invoice upon completion and approval to pay

**NOTE: For any fund other than Federal or State grants (200 – 400 funds) a "Statement of Expense Form" must be submitted to the Business Office, and all travel must be entered into the EdPro Finance System as a requisition in order to be reimbursed.**