

Instructions for Small Purchase Orders

PURPOSE: The purpose of the Computer Science Small Purchase Order System is to authorize small purchases and commit departmental funds for orders placed with vendors. The Purchase Order system also provides information concerning purchases including: amount of purchases outstanding “encumbered”, amount of purchases received, and historical information regarding use of vendors, description of items purchases and purpose of purchase. In essence, the Purchase Order System is the “checking account” for the department.

BUSINESS PROCESS:

- ❖ Faculty and Staff must place all orders through the Department and have the appropriate prior approval.
- ❖ A Computer Science Purchase Order is required for all orders under \$5K with the exception of orders placed through the NCSU MarketPlace. (MarketPlace orders should include backup documentation authorizing order.)
- ❖ Faculty and Staff who need to place an order are to contact an authorized departmental buyer to request a purchase order. In addition to preferred vendor and items needed, purpose of order is to be provided.
- ❖ The authorized buyer will complete the purchase order with all pertinent information. In the notes section of the PO the buyer should indicate who the order is for and the purpose of order. The order is then placed with the vendor and a copy of the purchase order is given to the Finance or Research Offices, depending on funding source.
- ❖ All purchase order requests to be paid by research funds (5 accounts) must be pre-approved by Ann Hunt.
- ❖ All purchase order requests to be paid by discretionary/exempt funds (6 and 7 accounts) and state funds (2 and 3 accounts) must be pre-approved by Monica Watkins.
- ❖ **Fiscal Year End Procedures:** All purchases on non 5 accounts **must be pre-approved** and follow the departmental **year end deadlines**.

AUTHORIZED BUYERS:

- ❖ **Finance Office**
Monica Watkins: Orders funded from all non 5 accounts (this includes 2 accounts, 3 accounts 6 accounts, 7 accounts, and orders from faculty start up). Serve as backup when Ann Hunt is out of the office.
- ❖ **Research Office**
Ann Hunt: Orders funded from 5 accounts. Serve as backup when Monica Watkins is out of the office.
- ❖ **Other Authorized Buyers w/ prior approval from Ann Hunt (5 accts) or Monica Watkins (non 5 accts)**
Carol Allen: Departmental Office Supplies – including supplies needed for teaching and general use
Ron Hartis: Building and lab supplies

FOR ASSISTANCE, PLEASE CONTACT

Ann Hunt (Phone: 513-7300 Email: ahunt@ncsu.edu) for 5 accounts or
Monica Watkins (Phone: 515-2930 Email: monica_watkins@ncsu.edu) for non 5 accounts