

Instructions for Small Purchase Orders

PURPOSE: The purpose of the Computer Science Small Purchase Order Database is to authorize small purchases and commit departmental funds for orders placed with vendors. The Purchase Order Database 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 purchased and purpose of purchase. In essence, the Purchase Order Database is the “checking account” for the department.

BUSINESS PROCESS:

- ❖ 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 must place all orders through the Department and have the appropriate prior approval.
- ❖ 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 Business Office.
- ❖ All purchase order requests to be paid by research funds (account numbers starting with 5) must be pre-approved by Ann Hunt.
- ❖ All purchase order requests to be paid by discretionary/exempt funds (6, 7 and 9 accounts) and state funds (2 and 3 accounts) must be pre-approved by Terri Moss.
- ❖ All purchase orders over \$500.00 must be pre-approved by the Business Office before order is placed by the buyer.
- ❖ **Fiscal Year End Procedures:** Please be cognizant of year end deadlines that will be provided via email to all Faculty and Staff.

AUTHORIZED BUYERS:

- ❖ **Business Office**
Terri Moss: Orders funded from all non 5 accounts (this includes 2 accounts, 3 accounts 6 accounts, 7 accounts, 9 accounts and orders from faculty start up). Serves as backup when Donna Richards is out of the office.
- ❖ **Business Office**
Donna Richards: Orders funded from 5 accounts. Serves as backup when Terri Moss is out of the office.
- ❖ **Other Authorized Buyers**
Carol Allen: Departmental Office Supplies – including supplies needed for teaching and general use
Todd Gardner: Building and lab supplies

FOR ASSISTANCE, PLEASE CONTACT

Donna Richards (Phone: 513-7300 Email: djricha5@ncsu.edu) for 5 accounts or

Terri Moss (Phone: 515-2930 Email: tlmarti4@ncsu.edu) for non 5 accounts