

# FINLANDIA

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## UNIVERSITY

### **Purchasing Policy and Procedures**

#### **Overview**

Purchasing means the act of buying or obtaining goods or services on behalf of the University. All purchasing must comply with the following policies and procedures:

#### **Division of Duties**

All purchasing activities must be separate from accounting activities. This is accomplished by the Purchaser entering all purchase orders and the Accounting Manager posting all work of the Purchaser to the General Ledger.

#### **General Purchasing Policies**

- 1) All purchases are made through the office of the Purchaser.
- 2) All purchases require the use of a Purchase Order except utilities, expense reports, insurance, petty cash reimbursements, postage, and lease or loan payments.
- 3) All purchases must be made by filling out a department requisition signed by the VP of each respective department.
- 4) Purchase amounts between \$5,000 and \$10,000 require no less than three price quotes.
- 5) Purchase amounts of \$10,001 and over require written quotes from three qualified vendors.
- 6) Orders placed through Amazon Business, will be done by faculty and staff and approved by the respective department VP and submitted by the Purchaser.

7) All orders not placed or approved by the Purchasing Department will not be reimbursed and will be your responsibility for payment.

## **General Purchasing Procedures**

1) Purchase orders are priced, signed, coded, and dated before order is placed.

2) Purchase orders are issued in numerical order

3) Received merchandise is compared with the purchase order before the merchandise is distributed.

4) Payment of invoices authorized by a purchase order requires an original vendor invoice and delivery slip (if applicable).

5) The Purchaser compares the invoiced price, quantity, and terms to the ordered price, quantity, and terms to identify discrepancies.

The Purchaser may approve price and quantity discrepancies of \$100.00 or less. Price and quantity discrepancies of \$100.00 and over require approval of the CFO.

6) Invoices are sent immediately to the Accounts Payable Clerk after a purchase order has been receipted.

7) Open purchase orders shall be examined at year-end by the Purchaser to determine if the order still exists.