

College of Pharmacy Business Office

Procedures for Routine Ordering of Supplies and Equipment

The following procedures apply to:

1. General fund accounts
2. Grant fund accounts
3. Endowment accounts

Bulk chemicals, such as large drums of solvents, etc., are **not** to be ordered due to storage and safety concerns. Please order quantities sufficient for experimental purposes only. The COP Business Office will **NOT** accept delivery of such orders.

- Determine the item(s) and price(s) to be ordered and the vendor of choice.
- Access the College of Pharmacy Purchase Requisition on the Forms section of the College of Pharmacy home page.
- Complete the COP Purchase Requisition form on screen and submit to the Business Office by one of the following methods:
 1. Fill the form out online, print it, and take it to the Business Office
 2. Print the form out, complete it by hand and take it to the Business Office
 3. Fill the form out online and email it to **coporder@ulm.edu**
- The Business Office will complete the ULM Purchase Requisition form and return it to the ordering party for approval and signature
- Signed ULM Purchase Requisition is submitted to the ULM Purchasing Office.
- All receivables are delivered to the Business Office. Notification of order receipt will be by telephone or email. The ordering party is then responsible for picking up the order in the Business Office.
- The ordering party is responsible for checking the correctness of the order as soon as possible after receipt. Any discrepancies must be reported to the Business Office immediately and they will contact the vendor to resolve the problem.
- It is the responsibility of each individual involved in ordering supplies and equipment in the College of Pharmacy to read and understand the policies and procedures of the ULM Purchasing Office.

COP Business Office contact information:

Susan Rogers	Bobbi Scallan	Karen Dent	Kim Doughty
Manager	Coordinator	Assistant Coordinator	Administrative Assistant
342-3819	342-1746	342-3305	342-5821
srogers@ulm.edu	scallan@ulm.edu	dent@ulm.edu	sdoughty@ulm.edu

date

Requestor

College of Pharmacy

Account #

Bobbi Scallan

Phone #

Sugar Hall Rm 207

580 University Avenue

Vendor

Description

CAT #

Quantity

Unit Unit Price

0.00

0.00

0.00

0.00

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