1. **Rationale or background to policy:**

To establish policy for initiating purchasing requests from the School of Pharmacy Business Office.

2. **Policy Statement:**

All faculty shall follow the established procedures for submitting an internal purchasing requisition.

3. **Procedures:**

1. To initiate a purchase, the Principal Investigator (PI) or faculty member sends an email to the [coporder@ulm.edu](mailto:coporder@ulm.edu) mailbox.
   a. If your order has special requirements, or you have spoken with the Business Office Manager or someone from purchasing, please include those details in the body of the email.

2. A completed Pharmacy Internal Purchase Requisition Form should be included as an attachment to the email. The form can be located at: [http://www.ulm.edu/pharmacy/business.html](http://www.ulm.edu/pharmacy/business.html)
   a. The internal purchase requisition shall contain the catalog number and description of items to be purchased, the preferred vendor, and the fund to be used.
      b. *No more than 1 internal purchase requisition shall be attached to an email.*

3. Incomplete requisitions will be returned to the faculty member.