

Policy Area: School of Pharmacy – Business Office	Subject: Initiating a Purchase Request
Effective Date: 06/04/2014	Page Number: 1
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<p>1. Rationale or background to policy:</p> <p>To establish policy for initiating purchasing requests from the School of Pharmacy Business Office.</p> <p>2. Policy Statement:</p> <p>All faculty shall follow the established procedures for submitting an internal purchasing requisition.</p> <p>3. Procedures:</p> <ol style="list-style-type: none"> 1. To initiate a purchase, the Principal Investigator (PI) or faculty member sends an email to the coporder@ulm.edu mailbox. <ol style="list-style-type: none"> 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 <ol style="list-style-type: none"> 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. <i>No more than 1 Internal purchase requisition shall be attached to an email.</i> 3. Incomplete requisitions will be returned to the faculty member. 	