

Barnes & Noble Bookstore Purchases:

Objective:

- The purpose for the new process is to efficiently improve the buying practice of the budget administrators through the campus Barnes & Noble bookstore. It will certify that expenses are authorized and charged to the correct department. Through the purchase order method the budget administrators retains the control of all bookstore expenses.

General Process:

- A Purchase Order is the offer of a contract between the University and the vendor. Subject to the established dollar thresholds, no purchase may be made without a valid Purchase Order.
- Business with potential and current vendors will be conducted in a fair and ethical manner. All purchasing transactions are to be for the purpose of conducting University business. The purchase order should not be used for purchases of a personal nature for faculty and staff. The Purchasing Department may question requisitioned items that appear to be a personal nature or an improper use of University funds.
- **This bookstore purchasing procedure is not subject to the \$250 rule. A purchase restriction that is outlined on the Purchasing Standard Operating Procedure (S.O.P. 102).**
- The Purchase Requisition form is used by University departments to request for the purchase of goods or services from vendors. This form must be completed with authorized signatures PRIOR to placing an order with a supplier. An individual who obligates the University without authorization may be held personally responsible for the obligation.
- Budget Administrators may complete a purchase requisition for a one-time expense for the total or process an annual purchase requisition to Barnes & Noble estimating the amount of purchases planned for the fiscal year through the bookstore.

Form preparation:

- 1.1. Complete the Requestor section (requestor, title, extension, and department)
- 1.2. Circle whether annual purchase order
 - A *One-Time Purchase Order* is used to identify a specific requirement at a firm price, generally with a single delivery.
 - An *Annual Purchase Order* is issued to identify like-kind goods or services needed from a vendor for the fiscal year.
 - *New fiscal year Purchase Orders* may be requested several weeks in advance prior to the new fiscal year by writing the new fiscal year on the PO request.
- 1.3. Complete the order section (i.e. catalog number/description, quantity, unit, and unit price)
- 1.4. Budget numbers to be charged
- 1.5. Authorized signature(s)

Purchase procedure:

- 2.1 When making purchases at the bookstore the buyer will present the purchase order to the cashier to validate authorization for the expense.
- 2.2 Persons other than Budget Administrator may make purchases provided the individual retain the Budget Administrator signature on the copy of the purchase order.
- 2.3 The cashier will issue a receipt detailing the items purchased and the PO# to be charged at time of purchase.
- 2.4 The bookstore will charge Benedictine University for the items citing the PO# as the form of payment.