

Purchase Authorization

University Facilities (UF)

Internal Procedure: 03.D.01.01

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Approved by: Bob Wells, updated Todd Barnette

This document establishes official Procedure for Authorizing purchases.

General

In order to ensure adequate financial control and separation of duties, all purchases require the approval and signature of the purchaser and appropriate supervisor or designee. University Facilities will comply with all University Procurement policy, including the statement "since public employment is a public trust, procurement decisions are made solely on the basis of the South Carolina Consolidated Procurement Code. University employees are prohibited from accepting, directly or indirectly, any rebate, gift, money, or anything of value, or any promise of future reward or compensation."

More information is available @ <https://www.clemson.edu/procurement/faculty-staff/policies/>

On-Line Requisitions

The most common way of ordering direct materials is to issue an on-line requisition. When you submit a requisition, you must specify each needed part, the appropriate work order, person requesting the material and the approval of the appropriate supervisor or designee. Without this required information, a Facilities purchase order will not be issued.

Emergency Phone Purchases

Purchase orders will only be given by phone when the appropriate supervisor indicates that any delay in obtaining the material might result in loss or damage to university property. When a Facilities purchase order must be obtained by phone, the receipt and on-line requisition must be returned to the Facilities purchasing staff within one (1) business day.

Credit Card Purchases (without a prior approved Purchase Order)

P-Cards are only to be used for office supplies, registration fees, membership dues, subscriptions, and emergency repairs. An emergency repair is defined as follows... "When the appropriate supervisor indicates that any delay in obtaining the material may result in loss or damage to university property". Exceptions require approval from a Facilities' Director.

All receipts must be signed by the authorized purchaser and submitted to the Facilities accounting staff by the twelfth (12th) day of the month. The monthly statements will be co-signed by the appropriate supervisor.