PURCHASING PROCEDURES

- Sub Requestors roles are assigned by the Requestor (faculty member) this role can be given to grad students or others in the lab with net ID who have authority to make purchases. Requestor will approve all purchases prior to submission of order .
- An email will be sent to the Requestor (PI). Once the PI reviews the order and indicates a funding source. He/she then submits the order directly to the Purchasing Assist.

PURCHASING ASSISTANT DUTIES

- Purchasing Assistant will review the purchasing order, by verifying the vendor, order description, add additional line information if needed.
- Click on General, Comments Deliver to, Selection, Misc., PO Vendor, Attachments for adding additional changes if needed.
- Review list of all available agreements, click the column header default.
- FAU Specify the account string and funding source to be charge for the particular transaction.
- For Gases or Chemicals, orders are to be checkout to the Facilities Manager for review, comment and approval.
- Once approved by the Facilities Manager. Purchasing assistance checkout Purchase orders to the Analyst for review of funding source and additional comments if necessary. When an order is checked out for one's review, a new item on the eBuy main menu will prompt the user to review, comment and approve the order as appropriate.
- Once approve the Purchasing assistance (Transactor) encumbers a DAPO email the vendor copy with a PDF Copy of

the purchase order and other information pertinent to the email generation process.