

Purchasing Procedures for Purchases from \$5,000 to \$75,000

Gather the Requisition Purchase Order Packet

- Contact the Vendor for a quote of the item you need to purchase.
- The vendor will need to fill out the following forms:
 - W-9
 - E-Verify Certification
 - State of Alabama Disclosure: must be notarized
 - Direct Deposit
 - Vendor Registration

*All forms can be found here:

<https://www.montevallo.edu/about-um/administration/business-affairs/vendor-registration/>

- Fill out the Requisition Purchase Order Excel: Must include the budget and account number and signature from the budget director

* Excel form can be found here:

<https://www.montevallo.edu/about-um/administration/business-affairs/forms-and-procedures/requisition-for-purchase-order/>

Please send the packet which includes: Requisition Purchase Order, quote, contract (if applicable), and vendor forms to purchasing@montevallo.edu

Directions for Processing

- Once Purchasing receives all the paperwork, the requisition is processed.
- After the requisition is processed and a Purchase Order (PO) is created, Purchasing will send the PO to the CFO for approval. Next the signed/approved PO is sent back to the original requesting department with the following directions:

If the PO contains items that need to be ordered or a contract that needs to be processed, please proceed with sending the approved PO to the appropriate vendor.

If the PO requires payment of an invoice, please initial (include copy of PO or PO# on the invoice) and send to Accounts (ap@montevallo.edu) within the Accounting Office. Payments will not be made from quotes, only from invoices once the foods, services, supplies, or equipment has been received.

Please note – a PO only approves the purchase. It is not a request to pay. If you are ready to order, please submit the PO to the vendor.

Payment

- Once you have received an invoice, you will need to fill out a Request for Payment (RFP). It needs to include:
 - RFP: must be signed by budget director
 - Approved PO Number
 - Invoice

Please send the RFP packet which includes: RFP, invoice, approved PO number to ap@montevallo.edu

* RFP form can be found here:

<https://www.montevallo.edu/about-um/administration/business-affairs/forms-and-procedures/65405-2/>

- * Technology related items: need IS&T Approval
- * Catering Events: must include an agenda and an attendee list
- * Credit Cards Purchases: only for emergency purchases and if the vendor will only accept credit cards