



Purchasing News



Updates

1. Purchasing & Accounting will now put initials at the beginning of every rejection comment so that you can contact the correct approver if you have questions. See attached list of names, initials and b #'s.
2. A new system for purchasing card issues has been implemented. This new procedure has been addressed with campus Principal's. Contact Purchasing if you have questions.

Reminders

1. Make sure to visit the Pro Desk at Home Depot when making a purchase to get contract pricing and discounts.
2. Please let Purchasing know of any vendor marked Yes on the Approved Vendor List who does not accept P-card. (VISA).
3. Make sure to attach your quote to all requisitions including P-Card.
4. Make sure to attach your p-card back-up to Purchase Card Transaction only. See below.

Associated Documents

Document Title	TCM Document Type	Read Only	▲ Count
Purchase Card Statement	Purchase Card Statement	✓	0
Purchase Card Transaction	Purchase Card Transaction		1

