



Policy Directory

Responsible Division: Finance and Administrative Services
Responsible Office: Financial Services/Purchasing
Issue/Revision Date: 12/01/2017

Purchase Order Submission

Policy:

Alcorn State University has established the following guidelines regarding the submission of a Purchase Order to the Purchasing Department:

- Initiating the online requisition is the first step in the process to create a Purchase Order.
- The online requisition form is located in Banner Finance.
- From the information received on the requisition, a Purchase Order hard copy will be generated by the Purchasing Department.
- This hard copy will then either be mailed or faxed to the vendor.
- The preferred use of a sole source vendor for orders exceeding \$5000 requires a letter of justification from the requesting department, giving the reasons why the purchase should not be subject to the bid process.
- Ongoing system training in the requisition process is offered by the Purchasing Department to newly appointed staff or anyone unfamiliar with the system.

The Central Data Processing Authority (CDPA) has given the University an exemption on the purchase of computers and telecommunications equipment of \$250,000 and less. The purchase of computer and telecommunications equipment below these levels do not require CDPA approval, but must comply with state purchasing laws. The purchase of computer and telecommunications equipment with 100% federal funds, for any dollar amount, are exempt from CDPA approval but must comply with state purchasing laws.