



## **6.3 Purchasing Guide**

### **Steps to Make a Purchase**

1. Purchasing request is submitted to administrative assistant.
2. Administrative assistant works with administrative manager to confirm the budget/project prior to initiating purchase or vendor/blanket invoice payment request and routing to appropriate personnel for approval. *Note: PI approval is required for all grant or contract purchases/expenditures per [BPPM 40.01](#).*
  - a. Purchases are processed within 1-3 business days depending upon availability of personnel for signature authority approval. Shipping times may vary depending upon vendor and product availability.
3. Efficient purchase or [payment method](#) is determined and processed accordingly.
4. The purchasing card is reconciled by the administrative assistant in conjunction with the administrative manager and signed by the director as Authorizing Official per [BPPM 70.08](#).
  - a. The purchasing card is NOT available for checkout except under extenuating circumstances. To check out the purchasing card, students, faculty, and staff must be on a current paid appointment with WSU.
  - b. Students should NOT be asked to make purchases on their personal cards for future reimbursement. Please make all purchases through the process outlined above.
5. Reimbursement for a purchase made outside of these guidelines will only be approved when accompanied by required receipts, documentation of prior approval, and submitted in a timely manner after completion of purchase.
6. Expenditure transfers are processed by the administrative manager as necessary.
7. The administrative assistant serves as the point of contact with central offices regarding purchasing and accounts payable.
8. Non-Grant Contracts:
  - a. Hotel Contract – initiated between the SDC and facility; the SDC submits the contract to [Business Affairs Contracts Office](#), for contract negotiations with the facility. Review and approval may take three weeks or more at the Contracts Office. A copy of the signed final contract is required to pay invoices.
  - b. Rental Agreements, Lease and Land Use Contracts – SDC works with [Business Affairs Contracts Office](#) directly.
9. [Gift Transmittal Form](#) and the funds received by the SDC are processed by the SDC and walked to the Alumni and Friends Office per [BPPM 30.70](#).
10. Petty Cash and Till Cash, Cash Registers, POS, processed per BPPM [30.50](#) and [30.51](#).
11. Record Retention-the SDC will follow the [All-University Records Retention Schedule](#) per BPPM 90.01.1.
12. Request to Serve Food will be prepared and authorized in the SDC.
13. Property inventory-University >5000 and Department <5000 Inventory per [BPPM 20.50](#).