



6.5 Purchasing Checklist

- Confirm correct budget and obtain approval to use the budget. Email approval acceptable.
- Submit purchasing request form to administrative assistant. ¹
 - Student/student club requests MUST be signed by faculty advisor and the budget coding/account name must be filled in.
 - Request to Serve Food will be prepared and authorized in the SDC.
- Administrative assistant confirms budget/project and initiates purchase or invoice payment request and routes to appropriate personnel for approval.
 - 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.
- Efficient purchase or payment method is determined and processed accordingly.
 - The purchasing card is available for checkout with the administrative assistant during business hours (M-F, 8am-5pm). Original receipts must be returned when the purchasing card is returned.
- Non-Grant Contracts:
 - 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.
 - Rental Agreements, Lease and Land Use Contracts – SDC works with [Business Affairs Contracts Office](#) directly.
- Gifts:
 - [Gift Transmittal Form](#) and the funds received by the SDC are processed by the SDC.

¹ Please refer to SDCPPM 6.3 for full Purchasing Guide, including required steps for requesting/making a purchase.