

Financial and Administrative Services

FACT SHEET

Purchase Orders

Procurement of goods and services require compliance with various laws and University policies. Please call our office prior to entering into any procurement agreements/contracts. General guidance is provided below.

Purchase Orders

- Purchases of \$5,000 or more require approved purchase order **PRIOR** to purchase
- Department should create a requisition in Self Service Banner after all support is obtained:
 - ✓ Vendor quote
 - ✓ Alabama Disclosure Statement (for purchases of \$5,000 or more)
 - ✓ If applicable – contract review, certificate of insurance, DSAP for IT
- Email RQ support to Ashley Brewer
- Financial Services will forward approved PO to department