

SRS Purchasing Policy

Established 9/13/12; Last updated 4/1/16

BEFORE placing an order

There must be an approval authorization by the index manager in the Purchasing smartsheet*.

The index manager is signing that:

1. There is sufficient budget to purchase.
2. There is a legitimate business purpose for the purchase. If the business purpose isn't obvious, it must be provided in the discussion field of the Purchasing smartsheet.
3. The price is reasonable.

BEFORE paying the invoice

There must be an approval authorization by the index manager in the Purchasing smartsheet*.

The index manager is signing that:

1. The product was received or service performed. (Packing slips should be signed and forwarded to the SRS business office.)
2. The service or product was as ordered.
3. The price is approximately as ordered (plus or minus 10%).

***The Requester is responsible for filling-in the Purchasing smartsheet per the instructions.**

Budget and Purchasing authorizations for each SRS department and index are per the current SRS Purchase Profile forms.