

RSU 26

EMPLOYEE BUDGET PURCHASE REQUEST PROCEDURES

Employee purchase requests are made initially through the budget process. Once the budget is approved and the new fiscal year starts, building Administrative Assistants will begin placing orders based on the budget requests made and approved. Employees will need to supply the building Administrative Assistants with specific item information and quotes as necessary. Items determined as needed during or after this initial ordering period, should be requested in the following manner:

1. Research pricing and ordering information (get quotes as necessary)
2. Request approval through the building Principal
3. Supply the building Administrative Assistant with ordering information (vendor information, item numbers and description, pricing, quotes as necessary)
4. The building Administrative Assistant will initiate the purchase order process