

October 24, 2013

To: FY14 Allocation recipients

From: Brenda Burgess, Comptroller

I know you have your allocations request approved and you are wondering what to do now. Hopefully, this packet will help.

PURCHASE ORDERS

1. Every purchase requires an approved purchase order **before** the item is purchased or ordered. I have attached a sample purchase order for your convenience and blank purchase orders for your use.
2. The purchase order must be signed by an officer and a sponsor.
3. The purchase order must be approved by the Business Affairs office (Admin #111)
4. Business Affairs will place the order once it has been approved or return it to you so you can place the order.

INVOICES OR CHECK REQUESTS

We cannot make a payment from a purchase order, you must submit an invoice or (if no invoice is available) you can submit a check request. Again, I have enclosed a sample check requisition for your convenience and blank check requisitions for your use.

These forms are available on the website: www.swosu.edu/administration/busaffairs

When the invoice or check requisition is presented to the Business Affairs office for payment, you can expect the payment to be made within a week.

If you have any questions, please contact me:

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