SECTION 3.1    Purchase Vouchers

Goods or services costing less than $5000 (including freight charges) may be purchased using a P-Card or paid for with a Purchase Voucher. At the time the order is placed, the department must verify that the goods being purchased are “on hand” or “in stock”. Goods are not permitted to be back ordered on purchase vouchers.

Departments that do not prepare purchase vouchers must complete an expenditure request and forward it to the UC Business Office. The person making the request may not be the person authorizing the purchase.

The Business Office will generate a Purchase voucher number. This number is recorded on the expenditure request. The original expenditure request is forwarded to the department; a copy is maintained in the Business Office.

According to the Prompt Payment Act, the payment period is 30 days from the receipt of goods, services or vendor invoices. In order to meet this requirement, purchase vouchers must be completed (ordered, goods/service received) and returned to the Business Office within 15 working days of the issuance of the purchase voucher number.

Last revised on 8/31/2012

REVIEW AND RESPONSIBILITY
Responsible party: Student Life Policy Team
Review: Every two years on or before August 31st

APPROVAL
Dr. Noel J. Clarke, Director Business Operations