

PURCHASE WISE



Fall 2005

PURCHASE ORDER AUTHORIZATIONS

When auditing purchases, the State Auditors Office looks to see that the Purchase Order matches the invoice. They check to see that we are not purchasing more of an item than was authorized on the Purchase Order, and they also check to see that we are not paying more for an item than was quoted on the Purchase Order.

Therefore, it is important when making a delegated purchase that you ensure you are purchasing no more than the quantity approved on the Purchase Order, even if the total dollar amount is less.

In addition, departments should only purchase items listed on the Purchase Order. Departments should not substitute items without first notifying the Purchasing Office.

RECEIPT OF GOODS

As you already know, all deliveries to campus are to be sent to Central Receiving. However, on occasion, items are received that require direct delivery to a job site. In the event a deliver is made by a vendor directly to your department, please contact Central Receiving at ext. 3815 so they may process the proper receiving paperwork. Failure to do so could result in the vendor not getting paid in a timely manner.

April Strickland
Carolyn Farmer
Sharon Ferrill

ext. 3770
ext. 4804
ext. 3778

CONTACT INFORMATION

Melissa Warren
Terry Hampton
Brian Etchison

ext. 3791
ext. 3764
ext. 3751

FREIGHT CHARGES

Freight charges must be on the original Purchase Order in order for Accounts Payable to pay them. Therefore, when obtaining a quote from a vendor, be sure to inquire as to whether there will be freight charges added to the invoice.

CREDIT CARDS

When checking out a credit card, such as WalMart, from the Purchasing Office, please be mindful of others on campus and return the card within two hours. We have a limited number of cards and many times have a department needing to make a purchase, yet the card has not been returned by the previous user in a timely manner.

As a reminder, only TSTC Waco employees are authorized to use the College's credit cards. Student workers and work studies are not authorized to use College credit cards.

KEEPING IT CLOSE TO HOME

When considering which vendor to make your purchase from, think about where your tax dollars are going. The dollars State Agencies spend are your tax dollars and keeping them in the State benefits us all.

