PURCHASE REQUEST CHECKLIST

- Get a verbal approval from Digital Design Coordinator before ordering.

- Initiate purchase request using "credit.oft" found at: W:\DDU\purchase_request\Credit Card V401.oft. Add all pertinent information as per request.

- Include the following information in the "Subject" line of your purchase request: RC number, project code, item description, and dollar amount for your purchase. example: 082 - 303024 - Create customized stamp - $15.00

- Forward completed purchase request to Administrative Assistant.

- Administrative Assistant will add a unique requisition # to the purchase request and forward to RC Manager for approval.

- The approved e-mail is forwarded to Finance and cc'd to Administrative Assistant who records it and cc's you on approval. Print a copy and hold until order is received.

- Add order information to Excel file including the new requisition # at: (W:\DDU\DDU_Expenditures\DDU_exp.xls).

- Obtain packing slip, indicate the received date on it, sign, staple it together with the copy of the "approval" e-mail and forward to Digital Design Coordinator who will forward to Administrative Assistant (including printing orders).

- Add the "date received" to the Excel file at: (W:\DDU\DDU_Expenditures\DDU_exp.xls).