![College of Public Affairs and Education — University of Illinois Springfield](logo)

Subject: Purchasing

Category: Accounting

Effective Date: 02/01/2023

Contact: Senior Business Manager

Procedure

1.) Faculty and staff needing to purchase supplies, equipment, registration fees, professional memberships, etc., should contact the staff in their unit who responsible for purchasing as follows:

    a. College staff: Senior Business Manager or Administrative Assistant (back up)

    b. Schools/Department: Unit Administrative Aide

    c. If the Administrative Aide position is vacant in any unit, faculty & staff in that unit should contact the Senior Business Manager or Administrative Assistant in the Dean's Office for direction.

2.) For the following, refer to the "Contracts" procedure and contact the Senior Business Manager:

    a. Services such as artistic services, indexing, and publishing

    b. Goods or services where "Terms and Conditions" must be approved

    c. Goods or services which require a signature

    d. If an employee is unsure if a contract is required, they should contact the Senior Business Manager.

3.) Employees should email purchasing requests to their unit purchasing staff. If a specific item is being requested, where feasible and appropriate, the email should include a web link to the item(s) requested.

4.) Faculty should indicate if faculty development or other grant or award funds (i.e. University Scholar, PTR, Start Up funds) should be used to make the purchase and include the business purpose.

5.) Purchasers should contact the Senior Business Manager if other funds are not indicated. Purchasers must obtain approval from the unit director/chair before expending funds.

6.) Purchases should be made within 3-5 business days of the request. If a purchaser will be out of the office for more than 3 days, a back-up purchaser will be identified.

7.) Purchasers will follow all [University of Illinois Office of Business and Financial Services purchasing policies](#).

8.) If an item is unable to be purchased for any reason, purchasing staff will contact the requesting employee to find an alternative, if possible.