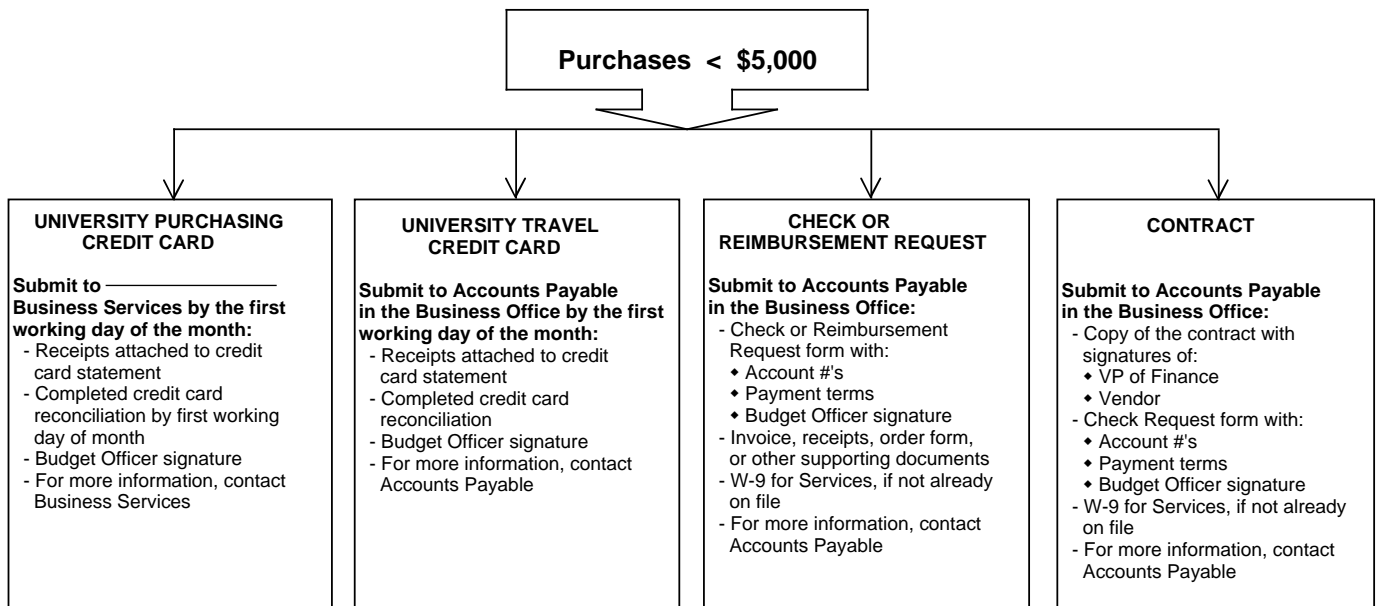


**Pacific University  
General Purchasing Process  
For Purchases < \$5,000**



	<b>Web Address</b>	<b>Email</b>	<b>Phone</b>
Business Services - Patsy:	<a href="http://www.pacificu.edu/offices/finance/bs/">http://www.pacificu.edu/offices/finance/bs/</a>	charlesp@pacificu.edu	x2265
Accounts Payable - Nancy:	<a href="http://www.pacificu.edu/offices/finance/bo/">http://www.pacificu.edu/offices/finance/bo/</a>	connolln@pacificu.edu	x2177
Accounts Payable - Angie:	<a href="http://www.pacificu.edu/offices/finance/bo/">http://www.pacificu.edu/offices/finance/bo/</a>	mortan2521@pacificu.edu	x2978

**Important Notices:**

1. Budget Officers are responsible to ensure budget funds are available in their operational account before any charge is posted against their account.
2. Prior to purchase, all purchases of computer hardware or software, and audio-visual equipment require signed approval by the Director of University Information Services (or designee).
3. Prior to purchase, purchases of furniture require signed approval by the Director of Business Services (or designee).
4. Payments for all services (i.e. catering, repairs, speakers, etc.) must be paid directly by Accounts Payable. Therefore, payment of services **cannot** be made by personal payment, nor with a University credit card.