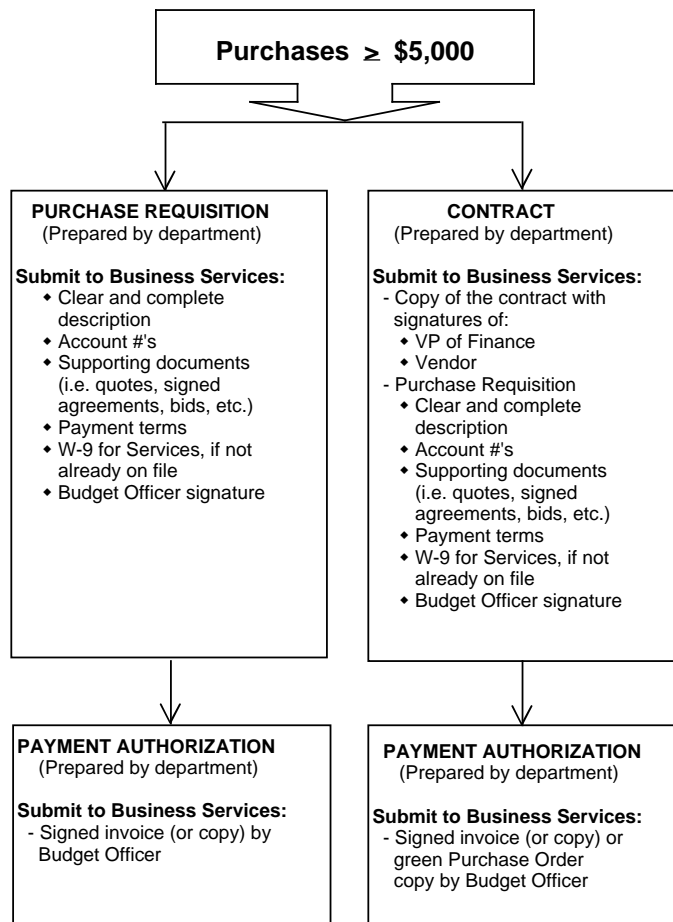


**Pacific University
General Purchasing Process
For Purchases > \$5,000**

For further information of the General Purchasing Process, please access the Business Services web page at <http://www.pacificu.edu/offices/finance/bs/>. You can also contact Business Services via email at charlesp@pacificu.edu, or by phone at x2265.



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 on the Purchase Requisition by the Director of University Information Services (or designee).
3. Prior to purchase, purchases of furniture require signed approval on the Purchase Requisition by the Director of Business Services (or designee).
4. Prior to purchase, purchases of capital items (i.e. equipment, furniture, etc., \$5,000 or more **per item**) require signed approval by the VP of Finance (or designee).
5. 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.