

MEMORANDUM

TO: Dr. R. Charles Byers
FROM: Robert Parker
RE: Update on Purchasing Amended
DATE: Amended September 9, 2008

The purpose of this memorandum is to provide you with information about the current purchasing processes.

The April 22, 2008, memorandum which contained directives with respect to the approval process for purchasing is still in effect for Fiscal Year 2008-2009 for General and Education expenses (E&G). The purchasing committee is continuing to meet once a week to review and either approve or request additional justification for all purchasing requests.

There has been one modification to this procedure. Grants and special fee accounts that are not in a deficit financial position are exempt from the special approval process. Purchase orders and P-Card purchases may submitted to the Purchasing Office after approval by the applicable Vice President.

Accordingly, those grants and special fee accounts that meet the criteria are only required to obtain approval from the applicable Vice President and the Purchasing Office. Special or urgent situations will be handled on a case by case basis.

If you have any questions, please feel free to contact me.