Process for Purchasing Goods or Services through Non-Catalog Requisition

If you are a purchaser, please see the bolded “Purchaser” section 1 and 5 for instructions on completing a Purchase. The additional sections describe activities to be completed by other finance organizations or personnel.

**Helpful Hints**

- Always refer to the Procure-to-Pay guide for general instructions on purchasing.
- **Guide to Other Purchases, Including Non-Catalog Requisitions and Services**
- Always refer to the Procure-to-Pay guide for general instructions on purchasing.
- Always check the Preferred Vendors list in the Procure-to-Pay guide.
- Keep a copy of your packing receipt for your personal record before sending a copy to the Finance Center.
Procedures for Purchasing Goods through Non-Catalog Requisition

- Access the Finance Center website to download a Purchase Request Form to initiate the purchase of goods or a service.
- Send the purchase request form to your departmental Super User or Finance Center Senior Specialist via email. To identify your departmental Super User or Finance Center Senior Specialist please access the Finance Center Contacts section of the Finance Center website.
- Your departmental Super User or Finance Center Senior Specialist will confirm the appropriate purchasing vehicle for your order. You may be contacted during this process to discuss your order, especially for large purchases.
- After the Super User submits your order through the appropriate channel, you will receive confirmation of your order.
- Review the order confirmation to make sure that the order was completed correctly.
- When you receive your goods or an invoice for services rendered, check against the order confirmation to make sure that all goods or services were received.
- If your order is over $2,500, notify the departmental Super User or Finance Center Senior Specialist of receipt of goods by sending an email to your Super User or by sending the packing receipt via email or Hinman mail.
- If the goods or services are under $2,500, the invoice will be paid automatically and you do not need to send a receipt confirmation.
- If you do not receive all items, please contact your departmental Super User or Finance Center Senior Specialist

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