A.T. STILL UNIVERSITY OF HEALTH SCIENCES

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<th>GENERAL ORDER</th>
<th>Date Effective: September 25, 1995</th>
<th>Reviewed: July 1, 2008</th>
<th>Order #: 75-102</th>
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<td>Subject: Purchasing Procedure</td>
<td>Approved by: [Signature]</td>
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PURPOSE

This General Order states ATSU policy and procedures to be followed in the procurement, receiving, distribution and monitoring of supplies, equipment, certain purchased services, leases and rentals as identified in General Order 75-101.

POLICY

A. Procurement

All requests for any of the items listed above will go to the Director of Purchasing.

1. Requests will be made on a purchase request form.
2. Requests must be completely filled out showing vendor address, department number, object code and/or special grant numbers, date and approval by department head/director.
3. The Purchasing Department will determine that the request is compatible with institutional policy.
4. All requests will be dated to indicate the date the Purchasing Department received the request.
5. The Purchasing Department will select the source for procurement of the requested items, unless there are reasons a specific vendor should be selected.
6. When the request has been properly approved a purchase order will be generated and issued to the vendor.
7. Purchase requests must have proper approval and be received by the Purchasing Department before a purchase order number can be assigned.

B. Receiving and Distributing

1. All items for which a purchase order has been issued will be received and reviewed by the Purchasing Department.
   
   a. Items Received by the Purchasing Department will be inspected for damage. After verification that the material received is acceptable, the requesting department may pick up the order at the designated location. The requesting department will verify all materials are as ordered and any discrepancies will be reported immediately to the Purchasing Department. Orders will be signed for by the requesting department at that time.
C. Local Purchase

1. All items purchased locally on an open charge account must be approved by the Purchasing Department before purchase.
   
a. A purchase voucher will be issued by the Purchasing Department for local purchases. The purchase voucher must be approved by the requesting department head/director.
   
b. Purchase vouchers may be used only for commonly used items whose value does not exceed approximately $100.
   
c. ATSU will be responsible for charges only if made with an approved numbered voucher.
   
d. Requesters must go to the Purchasing Department and receive a pre-numbered purchase voucher which is good for one purchase only on the date specified. A log book is kept by the Purchasing Department on all vouchers. The receipt is to be turned in to the Purchasing Department the same day as the purchase. The voucher number must appear on all receipts.
   
e. The ATSU Facilities Department will be authorized to issue pre-numbered purchase vouchers for facilities purchases only. A log book must be maintained as outlined in item C.1.d. The completed purchase voucher and all receipts are to be forwarded to the Purchasing Department the next business day after purchase.

D. Inventory

1. The Purchasing Department will keep in stock the most frequently used office and medical supplies.
   
a. Properly approved and completed store requisitions must be presented to the Purchasing Department to obtain supplies from inventory.

RESPONSIBILITY

A. It is the responsibility of each department head/director to inform departmental employees of this policy.

1. ATSU will not be responsible for payment for items acquired in a manner other than is prescribed in this policy.