

PLEASE REVIEW THE FOLLOWING PROCEDURES

1. **PURCHASING AUTHORITY:** Any Biological Structure employee who has been given Purchasing Authority on behalf of their PI or Supervisor can place orders thru PurchPath. If unsure, check with your PI or Supervisor.
2. **CONFIRMING ORDERS:** This means you, someone in your lab, Sandi or Monika will place the order. **FOREIGN and RADIOACTIVE ORDERS ARE PLACED THRU PURCHASING ONLY. NO CONFIRMING ORDERS OVER \$3,000. EXCEPTION: FOREIGN REPRINT ORDERS AND SOME CONTRACTS WITH SPECIFIC VENDORS.**
3. **SUBSCRIPTIONS & JOURNALS: NO SUBSCRIPTIONS or JOURNALS ARE ALLOWED ON A NIH or NSF BUDGET.** Subscriptions cannot be "general" to the field of science...it has to be very specifically and identifiably essential to the specific project. The only other subscription that might be approved is one that is attached to a membership that is required for meeting attendance. Even that might not be allowed. Attach the justification to the purchase order.
4. **NO GENERAL OFFICE SUPPLIES: NO General Office Supplies allowed on a grant budget without a statement attached to each purchase request that specifies how it directly relates to the budget and research.**
5. **CHECK REQUEST/PETTY CASH:** An authorized signature is required before submitting paperwork to Biological Structure.
6. **PACKING SLIPS & RECEIPTS:** All packing slips, receipts, documentation **MUST** be **SIGNED, DATED** and **TURNED IN IMMEDIATELY.**
7. **PROCARD:** Once a charge is posted you'll receive an email notification from JP Morgan Chase, **PLEASE** review your charge within 2-3 working days.

In the transaction notes enter a detail description of what was purchased and budget number.

Review every transaction to determine if the vendor charged sales tax. If sales tax has been charged please check the appropriate tax box. A check mark in the tax box on the transaction screen prevents the charge of an additional Washington State Use Tax.

Check the review box and click save. Only check the review box if you have received the item you purchased and you're satisfied. Do not check the review box if you haven't received the item. Instead, record the status of your purchase in the transaction note box. At a later date when you have received the item you can check the review box, once paid you will no longer have access to review the box. If you received the item but you are

not satisfied with the purchase contact the merchant. If the merchant doesn't satisfy your needs, dispute the transaction on PaymentNet.

* At the end the payment cycle I will send you an email summary of your monthly charges. Staple only receipts that show paid on the report should be attached. Any small receipts must be tape to an 8 1/2 x 11 sheet of paper, tape as many that will fit on one sheet. If you do not have a receipt, a perjury statement MUST be filled out and attached to the report. You can find a perjury form outside my office. Print the summary report, print & sign your name, date, staple all the receipts to the back of the form and return to me.