**GOODS LESS THAN $25,000.00**

**(PAID BY DEPARTMENT PCARD)**

**09/03/2019**

**BEFORE THE REQUISITION IS APPROVED BY THE BUSINESS OFFICE**

**Prepare the Requisition and attach the supporting documentation.**

* **Cart print-out, invoice, quote, proposal, bid, etc…**
* **Certificate of Exemption (tax exempt form) as necessary.**
* **Gift Card Request Form.**

**Obtain the required departmental approval signatures.**

**Email the requisition with the supporting documentation to** [**requisition@glenville.edu**](mailto:REQUISITION@GLENVILLE.EDU)**.**

**AFTER THE REQUISITION IS APPROVED BY THE BUSINESS OFFICE**

**Pay for the goods.**

* **Submit the Certificate of Exemption (tax exempt form) to the vendor.**
* **Obtain an Invoice or Receipt with a zero balance or marked “paid in full” from the vendor.**
* **Update the PCARD Log Sheet.**

**Update the Oasis PCARD information and attach the supporting documentation.**

* **A copy of the Requisition approved by the Business Office.**
* **An Invoice or Receipt with a zero balance or marked paid “paid in full”.**
* **The Gift Card Prize/Award Sheet.**
* **A Receiving Report (if the cardholder is not the receiver of the goods).**
* **Submit the PCARD Log Sheet to the PCARD coordinator.**

**GOODS $25,000.00 - $49,999.99**

**(PAID BY ACCOUNTS PAYABLE)**

**09/03/2019**

**BEFORE THE REQUISITION IS APPROVED BY THE BUSINESS OFFICE**

**Prepare the Requisition and attach the supporting documentation.**

* **Cart print-out, invoice, quote, proposal, bid, etc…**
* **Certificate of Exemption (tax exempt form) ) as necessary.**

**Obtain the required departmental approval signatures.**

**Email the requisition with the supporting documentation to** [**requisition@glenville.edu**](mailto:REQUISITION@GLENVILLE.EDU)**.**

**AFTER THE REQUISITION IS APPROVED BY THE BUSINESS OFFICE**

**PURCHASING OFFICE**

* **The Purchasing Office will request any other required documentation.**
* **The Purchasing Office will address vendor registration issues.**
* **The Purchasing Office will issue a Purchase Order to the vendor to place the order.**
* **The Department should not place the order.**

**ACCOUNTS PAYABLE OFFICE**

* **The Accounts Payable Office will process the Invoice for payment.**
* **The Department should not pay for the goods.**
* **The Invoice must be approved by the Department Head.**
* **The Receiver of the goods must complete and submit a Receiving Report.**
* **The Accounts Payable Office will address any documentation issues.**
* **The Accounts Payable will address any Oasis vendor file issues.**

**TRAVEL EXPENSES**

**(PAID BY DEPARTMENT PCARD)**

**09/03/2019**

**BEFORE THE REQUISITION IS APPROVED BY THE BUSINESS OFFICE**

**Prepare the Requisition and attach the supporting documentation.**

* **Airline cart print-out.**
* **Lodging portfolio.**
* **Lodging agreement.**
* **Vehicle rental agreement.**
* **Registration or entry fee form.**
* **Certificate of Exemption form (tax exempt form) for each vendor) as necessary.**

**Obtain the required departmental approval signatures.**

**Email the requisition with the supporting documentation to** [**requisition@glenville.edu**](mailto:REQUISITION@GLENVILLE.EDU)**.**

**AFTER THE REQUISITION IS APPROVED BY THE BUSINESS OFFICE**

**Make or pay for travel arrangements.**

* **Submit the Certificate of Exemption (tax exemption form) to the vendor.**
* **Obtain an Invoice or Receipt with a zero balance or marked “paid in full” for each expense.**
* **Prepare a Travel Expense Account Settlement form (TES).**
* **The TES form must be signed by the traveler and the Department Head.**
* **Update the PCARD Log Sheet.**

**Update the Oasis PCARD information and attach the supporting documentation.**

* **The Requisition approved by the Business Office.**
* **The Travel Account Expense Settlement form with all of the required signatures.**
* **An Invoice or Receipt with zero balance or marked “paid in full” for each expense.**
* **Airline cart print-out.**
* **Lodging portfolio.**
* **Lodging agreement.**
* **Vehicle rental agreement.**
* **Registration or entry fee form.**
* **Submit the PCARD Log Sheet to the PCARD Coordinator.**

**TRAVEL EXPENSES REIMBURSED TO TRAVELER**

**(PAID BY ACCOUNTS PAYABLE)**

**09/03/2019**

**BEFORE THE REQUISITION IS APPROVED BY THE BUSINESS OFFICE**

**Prepare the Requisition and attach the supporting documentation.**

* **Airline cart print-out.**
* **Lodging portfolio.**
* **Lodging agreement.**
* **Vehicle rental agreement.**
* **Registration or entry fee form.**

**Obtain the required departmental approval signatures.**

**Email the requisition with the supporting documentation to** [**requisition@glenville.edu**](mailto:REQUISITION@GLENVILLE.EDU)**.**

**AFTER THE REQUISITION IS APPROVED BY THE BUSINESS OFFICE**

**Make or pay for travel arrangements.**

* **Obtain an Invoice or Receipt with zero a balance or marked “paid in full” for each expense.**
* **Prepare a Travel Expense Account Settlement form (TES).**
* **The TES form must be signed by the Traveler and the Department Head.**
* **Attach all of the supporting documentation to the TES form.**
* **Submit the signed TES form, a copy of the Requisition approved by the Business Office and the supporting documentation to the Accounts Payable Office.**

**HOSPITALITY SERVICES PROVIDED BY ARAMARK**

**(PAID BY DEPARTMENT PCARD)**

**BEFORE THE REQUISITION IS APPROVED BY THE BUSINESS OFFICE**

**Prepare the Requisition and attach the supporting documentation.**

* **Aramark Estimate or Quote.**

**Obtain the required departmental approval signatures.**

**Email the requisition with the supporting documentation to** [**requisition@glenville.edu**](mailto:REQUISITION@GLENVILLE.EDU)**.**

**AFTER THE REQUISITION IS APPROVED BY THE BUSINESS OFFICE**

**Submit the Requisition approved by the Business Office and the supporting documentation to Aramark.**

**Attendees must complete and sign the hospitality attendee list.**

**Aramark will submit an invoice to the department.**

**Pay the Invoice.**

* **Obtain an invoice or Receipt with a zero balance or marked “paid in full” from Aramark.**
* **Update PCARD Log Sheet.**

**Update Oasis PCARD information and attach the supporting documentation.**

* **Requisition approved by the Business Office.**
* **Invoice or receipt with zero balance or marked paid.**
* **Hospitality attendee list.**
* **Submit the PCARD Log Sheet.**

**HOSPITALITY GOODS**

**(PAID BY DEPARTMENT PCARD)**

**09/03/2019**

**BEFORE THE REQUISITION IS APPROVED BY THE BUSINESS OFFICE**

**Prepare the Requisition and attach the supporting documentation.**

* **Cart print-out, invoice, quote, proposal, bid, etc…**
* **Certificate of Exemption (tax exempt form) ) as necessary.**

**Obtain the required departmental approval signatures.**

**Email the requisition with the supporting documentation to** [**requisition@glenville.edu**](mailto:REQUISITION@GLENVILLE.EDU)**.**

**AFTER THE REQUISITION IS APPROVED BY THE BUSINESS OFFICE**

**Pay for the goods.**

* **Submit the Certificate of Exemption (tax exempt form) to the vendor.**
* **Obtain an Invoice or Receipt with a zero balance or marked “paid in full” from the vendor.**
* **Update the PCARD Log Sheet.**

**Update the Oasis PCARD information and attach the supporting documentation.**

* **A copy of the Requisition approved by the Business Office.**
* **An Invoice or Receipt with a zero balance or marked paid “paid in full”.**
* **A Receiving Report (if the cardholder is not the receiver of the goods).**
* **Submit the PCARD Log Sheet to the PCARD coordinator.**

**EMPLOYEE REIMBURSEMENT**

**(PAID BY ACCOUNTS PAYABLE)**

**09/03/2019**

**BEFORE THE REQUISITION IS APPROVED BY THE BUSINESS OFFICE**

**Prepare the Requisition and the Employee Reimbursement form.**

**Attach the Employee Reimbursement form and the supporting documentation to the Requisition.**

* **Receipt, cart print-out, invoice, quote, proposal, bid, etc…**

**Obtain the required departmental approval signatures on the Requisition and the Employee Reimbursement form.**

**Email the requisition with the supporting documentation to** [**requisition@glenville.edu**](mailto:REQUISITION@GLENVILLE.EDU)**.**

**AFTER THE REQUISITION IS APPROVED BY THE BUSINESS OFFICE**

**Submit the original Employee Reimbursement form, a copy of the Requisition approved by the Business Office and the supporting documentation to the Accounts Payable Office.**

**SERVICES**

**(PAID BY ACCOUNTS PAYABLE)**

**09/03/2019**

**BEFORE THE REQUISITION IS APPROVED BY THE BUSINESS OFFICE**

**Prepare the Requisition and attach the supporting documentation.**

|  |  |  |
| --- | --- | --- |
| **Cart Print-Out** |  | **Maintenance Agreement and Terms & Conditions** |
| **Order Form** |  | **Order Form** |
| **Registration Form** |  | **Subscription Form** |
| **Membership Form** |  | **Renewal Form** |
| **Professional License Application** |  | **Invoice/Renewal Form** |
| **Professional Certification Application** |  | **Estimate** |
| **Permit Application or Invoice** |  | **Quote** |
| **Contract and Terms & Conditions** |  | **Proposal** |
| **Agreement and Terms & Conditions** |  | **Statement of Work** |
| **License Agreement and Terms & Conditions** |  | **Bid** |
| **Software License Agreement and Terms & Conditions** |  | **WV 96 (01/01/2019) Addendum to Vendor’s Standard Contractual Forms** |

**Obtain the required departmental approval signatures.**

**Email the requisition with the supporting documentation to** [**requisition@glenville.edu**](mailto:REQUISITION@GLENVILLE.EDU)**.**

**AFTER THE REQUISITION IS APPROVED BY THE BUSINESS OFFICE**

**PURCHASING OFFICE**

* **The Purchasing Office will request the required documentation as applicable.**
* **The Purchasing Office will address vendor registration issues.**
* **The Purchasing Office will issue a Purchase Order to the vendor to place the order.**
* **The Department should not place the order.**

**ACCOUNTS PAYABLE OFFICE**

* **The Accounts Payable Office will process the Invoice for payment.**
* **The Department should not pay for the goods.**
* **The Invoice must be approved by the Department Head.**
* **The Receiver of the goods must complete and submit a Receiving Report.**
* **The Accounts Payable Office will address any documentation issues.**
* **The Accounts Payable will address any Oasis vendor file issues.**

**OTHER**

**1. REQUIRED APPROVAL SIGNATURES.**

|  |  |
| --- | --- |
| **Department Head or Chair** | **Required on all Requisitions.** |
| **Area Vice President** | **Required if $1,000.00 or more.** |
| **President** | **Required if $5,000.00 or more.** |
| **GSC Office of Technology** | **Required if the goods or services are technology related.** |
| **Grants Office** | **Required if paid for by grant funds.** |
| **Controller** | **Required on all Requisitions.** |
| **Area VP for Business & Finance (CFO/CPO)** | **Required on all Requisitions.** |

**2. W9 REQUEST FOR TAXPAYER IDENTIFICATION NUMBER AND CERTIFICATION.**

**A W9 form is required when the vendor’s information is not on file or not on file correctly in Oasis.**