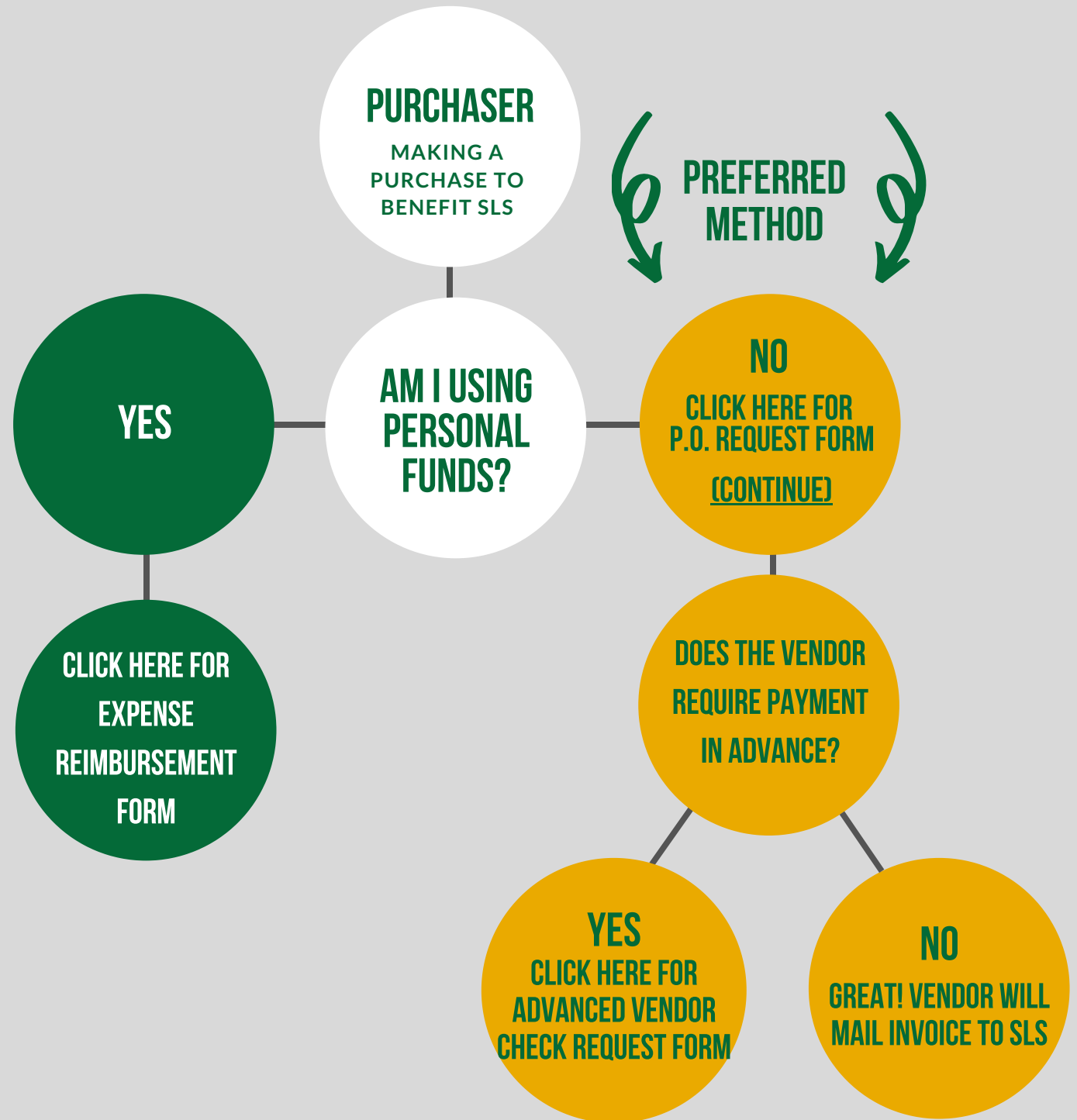


SETON LASALLE PURCHASING GUIDE



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A brief explanation of forms to use when purchasing goods/services

PREFERRED PURCHASING METHODS

Purchase Order (P.O.) Number Request Form

This form replaces the carbon copy three-part white, yellow, and pink form

1. Obtain a quote from your vendor (Quotes include quantity, item(s), price per item(s), and estimated total cost).
2. **Fill out this digital form** and upload a picture, screen shot or PDF of your quote.
3. Your approver will give you a P.O. number via email if approved (funds are available).
4. Give the P.O. number to the vendor and tell them to put the number on the invoice when they send it to Seton LaSalle.
5. When the school gets the invoice (with the P.O. number), a check will be cut and mailed to the vendor without contacting the purchaser.

Advanced Vendor Check Request

This form replaces a check requisition form for vendors who want a check BEFORE they provide us a product or service

1. Complete the first three steps in the P.O. process to obtain a P.O. number. Give the P.O. number to the vendor and tell them to put it on the invoice that they give you.
2. **Fill out this digital form** and upload a picture, screen shot, or PDF of the vendor invoice with the P.O. number on it.
3. Your approver will review your request and, if approved, your requester will email the approval and check request documents to the Business Office. You do not need to do anything at this point.
4. When the Business Office gets your approver's email, a check will be cut and mailed to the vendor directly based on the request **OR** the check can be picked up by the purchaser (*please note: we are trying to limit visitors to the Business Office due to COVID-19*).

Expense Reimbursement Form

Use this form if you used personal funds to make your purchase

1. **Fill out this digital form** and upload pictures of your receipts (up to 3 per form).
2. Your approver (Athletic Director, Music Director, Activities Moderator, etc.) will review your request and, if approved, your approver will email the approval and expense reimbursement documents to the Business Office. You do not need to do anything at this point.
3. When the Business Office gets your approver's email, a check will be cut and mailed to the purchaser directly based on the check request **OR** the check can be picked up by the purchaser (*please note: we are trying to limit visitors to the Business Office due to COVID-19*).

NOTE: You do not need to complete a Purchase Order (P.O.) for expense reimbursements of purchases made with personal funds.

QUESTIONS? Contact businessoffice@slshs.org