Purchasing Policies for Mercer University

Mercer University's Purchasing Office is the sole department authorized to make commitments for supplies, equipment, and services for Mercer University after legal contracts have been signed, if applicable. Negotiation of product and service pricing and correspondence regarding the purchases of supplies, equipment, and services for the University is the responsibility of the Purchasing Office.

Mercer University has entered into agreements with several companies that provide negotiated lower pricing for products and services. A listing of these preferred vendors is provided on the Purchasing Office website. The preferred vendors should be used when applicable.

A requisition should be entered into the system, approved, and converted to a purchase order prior to any commitments by a department. The Purchasing Office will work with the vendor to ensure that the invoice properly identifies the purchase order, the invoice is sent to the proper office for payment, and that payment is made after acceptance of the goods or services received. Purchase Orders should be used for purchases to authorized vendors for goods and services.

Policies and procedures regarding the use of Request for Payment forms are listed on the Accounting website. Request for Payment forms should be used for the following payments:

- Reimbursements for individuals such as faculty and staff
- Travel Expenses
- Travel Advances
- Vendors that do not accept purchase orders

Mercer University employees who have been issued a University Purchasing card are authorized to purchase goods that are approved University related purchases and are of minimal value within their card limits and budgetary limits. The University purchasing card should not be used for the following items:

- Personal expenses
- Computers or software
- Alcohol
- Gasoline unless for rental car or University owned vehicles
- Payment to vendors that would qualify for a 1099
- Purchases exceeding spending limits or budgetary limits
- Purchase of gift cards unless specific authorization is provided from an external funding source
- Sales tax in exempt states

The complete policies and procedures for the use of the University purchasing card can be located on the Purchasing Office website.