

SECTION 22: MISCELLANEOUS OBLIGATIONS

22.0 Miscellaneous Obligation Procedures (Prepurchases)

- 22.0.1 All purchase orders for miscellaneous obligations must be issued by Procurement.
- 22.0.2 A miscellaneous obligation, by definition, is the ordering and/or receipt of goods or services prior to the issuance of a purchase order, which constitutes a prepurchase.
- 22.0.3 The requesting department/division will complete a Request for a Miscellaneous Obligation form (found in the Forms section of this Manual), including the requisition #, and forward it to Procurement.
- 22.0.4 These forms must be signed by the department director. Procurement reserves the right to return any Request for Miscellaneous Obligation that is incomplete or not signed by the appropriate person.
- 22.0.5 Procurement will review the request to ensure all necessary information has been included. Procurement may contact the department/division for further information or verification of given information.
- 22.0.6 If the request for miscellaneous obligation is below formal level the department director's signature is the only authorization required.
- 22.0.7 An Agenda Item Summary will be completed and presented to the Board for review and approval when a miscellaneous obligation requires Board level authorization.
- 22.0.8 A copy of the approval is given to the Buyer responsible for issuing the Purchase Order to attach to the purchase order if the miscellaneous obligation hasn't been attached to the requisition.
- 22.0.9 A purchase order is then issued in accordance with procedures contained in this Manual.
- 22.0.10 The original of the Request for a Miscellaneous Obligation Form and the approval of the request with the original signature by the department director will be retained in Procurement's files.