

Purchasing Department IVC Ordering Procedures

*Office Supply–

- Employees place the order online, an approved PO is required. Purchasing Department will receive an automated message from Office Supply “order for approval”. Purchasing department will check for the following:
 - 1) PO - Approved
 - 2) Utilization of the proper account number
 - 3) If items are available in the IVC warehouse

Purchasing Department will contact buyer if there are any issues that need to be resolved with the above. Once everything is clarified the order will be approved.

- Employee also has the option to fax or e-mail the purchase order to the Purchasing Department, we will then place the order online
- Vendor delivers directly to the department

*Staples -

- Employees have the option to pick up the items directly from Staples, a PO and staples’ card are required (card is checked out in the Purchasing Department)
- Employees also have the option to fax or e-mail the PO to the Purchasing Department and we will place an online order at no delivery cost
- Vendor does not deliver to departments, but will deliver to Purchasing Department. Depending on the work-students availability supplies will be delivered to the department. If items are needed right away, the department can pick up items from the Purchasing Department.

*Costco/Home Depot/Sears -

- Employees have the option to pick up the items directly from the vendor, a PO and the vendor’s credit card are required (credit card can be checked out in the Purchasing Department)
- Employees also have the option to fax or e-mail the PO to the Purchasing Department and we will pick up the order on Fridays

*Target & Lowes -

- Employees **do not** have the option to pick up items directly from vendor, PO can be faxed or e-mail to Purchasing Department and we will pick up the order on Fridays

*Best Buy & other vendor -

- PO can be faxed to the vendor or fax/e-mail to Purchasing Department and we will fax it to vendor
- Vendor will deliver items through carrier to Purchasing Department
- Purchasing Department will deliver item(s) after being tagged (if required)

Enterprise/Hertz Rental –

- Departments fax their signed approved travel request to the Purchasing Department (5 days in advance of departure date)
- Purchasing Department will place the request online or call Enterprise/Hertz depending on the vehicle size. Enterprise/Hertz will provide a rental confirmation and the information will be e-mailed to the requestor.
- Gas card can be checked out from the Purchasing Department. Vehicle and Gas card can only be release to an IVC employee.

*If a buyer is purchasing a computer or a printer, the buyer is required to go online to the IT website

<http://orders.imperial.edu/> the person placing the order is required to enter the account code(s) to charge the order to.

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