

## §2700 PURCHASING

*The purchasing policies apply to all Archdiocesan departments and agencies, but they do not apply to parishes. Parishes are not required to follow these policies and procedures (with the exception of §2704), but they are encouraged to implement an authorization system for purchasing goods and services.*

### §2701 EXPENDITURE AUTHORIZATION

**2701.1. Policy** Expenditures for goods and services in excess of \$500 shall have a formal purchase requisition completed by the ordering department or agency.

#### ***Procedures***

- a) This policy applies to, but is not limited to: contract costs, professional association dues, consulting fees, any goods purchased, and outside professional services.
- b) For goods and services less than \$500, this policy shall not be mandatory, but it is preferred. The existing system of check requests will continue for these goods and services.
- c) Purchase requisitions should be sent to the Purchasing department. The Purchasing department will assign a purchase order number to the request.

**2701.2. Policy** Expenditures for goods and services more than \$500 and less than \$1000 shall have a formal purchase requisition completed by the ordering department or agency, and the purchase requisition shall be signed by a department or agency supervisor.

#### ***Procedures***

Purchase requisitions should be sent to the Purchasing department. The Purchasing department will assign a purchase order number to the request.

**2701.3. Policy** Expenditures for goods and services more than \$1000 shall have a formal purchase requisition completed by the ordering department or agency, and the purchase requisition shall be signed by the department or agency Director.

#### ***Procedures***

Purchase requisitions should be sent to the Purchasing department. The Purchasing department will assign a purchase order number to the request.

**2701.4. Policy** Expenditures for services rendered for which an invoice cannot reasonably be expected shall be exempt from requiring a formal purchase requisition, but the authorization policies above shall apply.

***Procedures***

Examples of expenditures for which an invoice cannot reasonably be expected include stipends and speaker fees. For these items, a check request will suffice.

**2701.5. Policy** No invoice shall be paid without the proper purchase requisition and purchase order process being completed.

***Procedures***

- a) All vendors will be informed that the acceptance of an order without a purchase order will result in a delay of payment.
- b) If requisitions are not completed properly, they will be returned to the originating department.
- c) The appropriate copy of the purchase order must be signed and returned to the Accounting Department as proof of delivery or satisfactory completion of service. When applicable, the packing slip of delivered goods should also be included.

## §2702 **BLANKET PURCHASE REQUISITIONS**

*The intent of the blanket requisition is to eliminate much of the paperwork required for recurring expenses, when the amount of the expenditure can be reasonably estimated but is paid over a period of time.*

**2702.1. Policy** Blanket purchase requisitions shall be used for recurring expenses and shall only be used for a single vendor.

***Procedures***

- a) The requisition should be prepared prior to ordering for the full amount of the anticipated expense.
- b) Once a department or agency has completed the requisition, no further paperwork such as a check request is necessary.

- c) When the purchase order has been generated, Office Services will issue it to the vendor, the ordering department, and the Accounting Department.
- d) At the time of billing, the vendor should reference the purchase order on the invoice and send it directly to the Accounting Department for payment processing.

### **§2703 INTERNAL PURCHASE ORDER SYSTEMS**

**2703.1. Policy** For departments and agencies with their own internal purchase order systems, a copy of their purchase order shall accompany requests for payment sent to the Pastoral Center Accounting Department. The authorization for expenditure shall be consistent with §2701.

### **§2704 PURCHASE OF VEHICLES**

**2704.1. Policy** Vehicles purchased by parishes, agencies and schools shall be purchased in the name of the Catholic Bishop of Chicago.

***Procedure***

The title of all vehicles purchased by the Archdiocese shall list the Catholic Bishop of Chicago as owner of title.

### **§2705 PURCHASE OF COMPUTER HARDWARE AND SOFTWARE BY PASTORAL CENTER AGENCIES**

**2705.1. Policy** Pastoral Center agencies and departments shall purchase computers, computer related equipment and computer software through Information Technology.

***Procedures***

Pastoral Center agencies and departments which are interested in purchasing computers, computer related equipment and computer software must contact the Manager of Information Technology (IT). IT can advise agencies on the most practical and economical computer equipment, and IT will order computer equipment for agencies.