

Requisition-Purchase Order Process

General Procedures

I. Reimbursements

1. **Complete Request for Reimbursement form** (Both travel or non-travel reimbursement forms found here: <http://www.hampshire.edu/businessoffice/20018.htm>)
2. **Request a requisition** (either on the Hub or via WebUI)
 - If the person or company being reimbursed is not in the database, send an email with name and address to purchasing@hampshire.edu to ask that they be added; an IRS form W-9 is **not** required for reimbursement requests
3. **Approve** the requisition request (if using the Hub)
4. **Wait** for a purchase order to be assigned (normally between 11:30 a.m. and 12:00 p.m. and 4:00 p.m. and 4:30 p.m.)
5. **Accept** the purchase order
6. **Write** the purchase order in the upper right-hand corner of the Request for Reimbursement Form
7. **Send** the Request for Reimbursement form to Accounts Payable (A/P) with appropriate documentation
8. Note: in My Budget, the purchase order will show in the "Actual" column when it is paid.

II. Purchases that Require a Purchase Order (either because of policy, for example, furniture purchases, or because the vendor does not accept credit cards)

1. **Request quote** from vendor
 - If vendor is not in the database, request an IRS form W-9 from them and forward it to purchasing@hampshire.edu (a blank W-9 can be found here: <http://www.irs.gov/pub/irs-pdf/fw9.pdf>). Please include in your email the address to which checks should be sent.
2. **Request** a requisition (either on the Hub or via WebUI)
3. **Approve** the requisition request (if using the Hub)
4. **Wait** for a purchase order to be assigned (normally between 11:30 a.m. and 12:00 p.m. and 4:00 p.m. and 4:30 p.m.)
5. **Give** the purchase order number to the vendor to place the order
6. **After** items arrive in good condition, **accept the purchase order**
7. If invoice is sent to you, please ensure the purchase order number is noted on it, and then forward it to Accounts Payable (A/P) as soon as possible

For more information, please email purchasing@hampshire.edu or call the purchasing office staff at ext. 5405.