



PURCHASING PROCEDURES

1. Complete and print the Departmental Purchase Order Form (DPO)– *located on District Website under Business Office (in Excel format)*
2. Attach quote(s)/shopping cart and completed DPO form to the campus principal/departmental director for signature.
3. Input requisition into TxEIS after principal/director signs. Be sure to attach the approved DPO form and quote(s)/shopping cart to the requisition before submitting for approval.

See “[Attaching Documents to Requisitions](#)”

4. All purchases must be shipped to the administration office to be officially received in by the business office
5. The submitted requisition will go through the approval process in TxEIS
6. The system will generate a purchase order number and send an automated email to you when the requisition becomes an approved purchase order.
8. You are now authorized to make the order/submit the shopping cart.
9. The business office will notify you when the packages have been officially received by the business office and are ready to be picked up.

Credit Card Purchases

1. Complete steps 1 – 3 above
2. The vendor in step 3 is MasterCard or American Express depending on the availability of credit cards. Contact accounts payable for availability of cards.
3. The submitted requisition will go through the approval process and send an automated email with the approved purchase order number
4. You are now authorized to pick up the credit card from accounts payable.
5. Credit card and receipts of purchase are to be turned into the accounts payable office at the end of the day or the next morning if needing overnight.

Purchases, orders, cart submissions are not authorized until you have an approved purchase order number. Staff will not be reimbursed for purchases they make outside of the approval process.

Detailed receipts must be turned in with the credit card after use.