
UND Bookstore Purchases

Revised: 04.03.09

I. POLICY

University of North Dakota policy states that clothing, gift items, jewelry, cards, candy and personal care items are **not allowed** to be purchased unless prior approval has been obtained from the Accounts Payable Manager, Cash and Investments Manager or the Controller. The following is a listing of the purchases that may be made via your departmental purchasing card:

- Office supplies/reference materials
- Books for academic/research areas
- Minor equipment or IT equipment - memory cards, modems, calculators, etc.
- **All purchases except gift certificates** from student organization funds (dept. #5140)

II. PROCEDURES

Procedures for purchasing items at the UND Bookstore are as follows:

- As of 5/1/2006, departments must use the Purchasing Card for their UND Bookstore charges.
- All other types of purchases normally not authorized for those items and less than or equal to \$5000 should be made by a SOS/Voucher form. Because certain funding sources may prohibit purchase of certain items, a justification and prior approval from Accounting Services is required. Accounting Services will obtain the approval from the UND Grants and Contracts Administration Office if the purchase is from a grant/contract fund. The justification should be written and may be in the form of an email to the Accounts Payable Manager at Accounting Services (Email: allisonpeyton@mail.und.nodak.edu). The justification should contain the fund number, description of the purchase and its use, department name and estimated amount. The written or email approval from Accounting Services should be attached to the Voucher/SOS when presented at the UND Bookstore. A copy should also be attached to the Voucher/SOS when submitting to Accounting Services for payment. Some of these items include, but are not limited to:
 - Clothing
 - Gift items
 - Greeting cards
 - Candy and other food items
 - Magazines
 - Gift certificates(name and Social Security Number are required for each recipient of a gift certificate \$10 or more)
- Equipment purchases greater than \$5000 requires a Purchase Requisition.