

## **Procedure for Purchasing from Follett Bookstore**

All items purchased from Follett Bookstore shall be done on the Asnuntuck Community College Account. Please follow the subsequent steps:

1. Complete an internal requisition for the item(s) that you wish to purchase and have it signed/approved by a College Employee with signature authority
2. Bring the completed and approved internal requisition to the Business Office for processing. Someone from the Business Office will contact you to let you know that purchase order is completed. The completed purchase order can be placed in your mailbox or you may pick it up from the Business Office in person.
3. Bring the completed Purchase Order to the Bookstore to make your purchase. The Bookstore staff will only allow you to purchase items listed on the Purchase Order. Be sure to get a receipt for your purchase.
4. Sign the receipt showing that you received the goods listed. Attach the signed receipt to a copy of the purchase order and submit them to the Business Office. The Business Office must have the original receipt in order to process payment to the Bookstore.

**In the rare event that there is a need for an urgent or emergency purchase, please follow the subsequent steps:**

1. Complete an internal requisition for the item(s) that you wish to purchase and have it signed/approved by a College Employee with signature authority
2. Bring the completed and approved internal requisition to the Business Office. Either Jennifer Gray or Dean Hurlock MUST sign/initial for an approval of budget and appropriateness.
3. Bring the approved Internal Requisition to the Bookstore to make your purchase. The Bookstore staff will only allow you to purchase items listed on the Internal Requisition. Be sure to get a receipt for your purchase and to keep the original Internal Requisition.
4. Bring the original Internal Requisition and the original Follett Bookstore receipt back to the Business Office for proper processing.

Employee reimbursements will not be allowed for any purchases made at the Follett Bookstore.