

GRANTS OFFICE MAX PROCEDURE POLICY

In order for grant accounts to be placed on The University Office Max on line system the following procedures must be followed:

1. The Office Max On Line request form must be completed and signed by the Principal Investigator and any individual that is designated by the Principal Investigator to process Office Max orders. This action will serve as the Principal Investigator's pre-approval of Office Max orders.
2. Once the form is completed fax the signed copy to Steve Surface at Office Max and a copy to Grant Accounting Fax # 8766.
3. Also, forward the signed original to Accounts payable via campus mail.
4. If the requested grant is approved the Grants Accounting office will email Steve Surface an approval to add the Grant(s) account to the Office Max list.
5. Once an Office Max order is made the individual placing the order will complete a Fast Order Requisition with the appropriate grant account number(s) and a description of the materials ordered.
6. The Fast Order Requisition must be signed by the PI and the individual who placed the order. In cases where a PI orders direct a second signature is required of either the supervisor or the Business Manager for the department.
7. Once an order is processed and received all receipts must be attached to the Fast Order Requisition and submitted to accounts payable by the 15th of the month.
8. If appropriate procedures are not followed and documentation is not provided to accounts payable, in a timely manner the grant account will be removed from the Office Max list and departments will be responsible for charging the expenses to the department account.