

Procedures for submitting eRequests in the College of Public Health

The eRequest is a way for an employee to submit a request for goods, services, or payments. This includes requests to use the Purchasing Card. The approval process is handled automatically through the routing of the form to the College Business Office. E-mail notifications on the status of the requests are sent to the initiator. Once approved, the order can be placed or the individual can pick up the Purchasing Card from the Purchasing Card Manager (Ashley Ammerman in Room 370, Cunz Hall).

At least two business days are needed for processing and approval of eRequests.

For business meals please include the following information:

1. Business purpose – see below for information on completing business purpose
2. Date of business meal
3. Location
4. Attendees (names and affiliation). *If the Dean will be in attendance please note that preapproval is needed by the Office of Academic Affairs*
5. Attach supporting documentation
6. Funding source and/or chartfield, if known

For memberships and registrations: (please attach a copy of the form to the eRequest)

1. Business purpose – see below for information on completing business purpose
2. Date(s) of event if conference or meeting
3. If a membership, dates that it encompasses; memberships should only be paid for one year at a time
4. The full name of the vendor
5. Attach supporting documentation
6. Funding source and/or chartfield

For supplies, services or equipment:

1. Business purpose – see below for information on completing business purpose
2. Attach supporting documentation such as quotes, e-mails, etc.
3. Funding source and/or chartfield

Business Purpose:

Every expenditure must be supported by a documented business purpose. Business purpose should be written so an individual unfamiliar to the organization’s operation can understand why the transaction occurred and how it benefits the mission of the University. Using words such as “for,” “on behalf of,” “at the request of,” etc. helps the reader to understand the justification of the transaction or expenditure.

Examples:

Unacceptable	Acceptable
Lunch with donor	Lunch with Joe Smith, potential donor, to discuss giving opportunities to the college in support of student scholarships
Attended meeting or conference	Attending the Association of Schools of Public Health Conference on Oct. 27-31, 2012 in San Francisco, CA to present an invited research paper.
Membership for professional	Membership to Association of Schools of Public Health for professional development
Gift cards for research participants	Gift cards given to research participants according to approved protocol
Research collaboration	Invited to University of Washington on March 26, 2012 to collaborate with colleagues on health services research.
Purchase 50 boxes of animal food	Purchase 50 boxes of animal food to feed mice used in cancer research.

Note: ‘Standard office supplies’ is an acceptable business purpose for typical office supply purchases (i.e. pens, paper, notebooks). However, a specific business purpose is needed for unique office supplies that are not purchased on a regular basis (i.e. small equipment, whiteboards).