



## Purchasing Policy Update

Effective immediately:

**All purchases over \$500 require a purchase order (PO) number from Accounts Payable and the signature of the appropriate Vice President.**

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### Why is this change happening now?

This step is being put in place to ensure stronger expense management, oversight, and accountability for College resources.

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### What counts as a “purchase”?

- Purchases made directly with a vendor (supplies, equipment, materials, etc.).
  - Service contracts or one-time service payments.
  - Online or subscription-based purchases.
  - Any order or invoice request over \$500.
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### What does not require a PO?

- Travel reimbursements (unless part of a vendor/service contract).
  - Existing recurring agreements already approved under contract.
  - IT purchases that fall within the updated IT purchasing policy.
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### How do I request a PO?

1. Complete a Purchase Order Request Form and email to [accountspayable@whittier.edu](mailto:accountspayable@whittier.edu).

2. Provide details: vendor, description of goods/services, cost estimate.
  3. Review “Additional Information” section and provide required detail.
  4. Obtain VP signature on form for approval prior to AP submission.
  5. Accounts Payable will issue a PO number and retain a copy of the request form.
  6. Use the PO number when placing the order.
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### **What if I make a purchase without a PO?**

Purchases made outside this process may not be reimbursed and could become the responsibility of the individual who placed the order.

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### **Who can I contact with questions?**

*Accounts Payable*

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