

**UCONN School of Fine Arts  
Business Office General Procedures**

**Purchasing Guideline & Request Form**

Instructions:

- 1) For submitting a purchase request for goods and/or services, complete required information below.
- 2) Once completed, route to your respective Departments for approval
- 3) Once approval is received, route to the appropriate Business Manager for Processing.

**\*\*Business Managers need *at least one week* lead time to process purchases. Some purchases may take longer than a week due to vendor setup & vendor stipulations.**

**Business Manager/Contact person:**

**Art & Art History:** Cindy Pudlo  
**Ballard Institute & Museum of Puppetry:** Mary Mell  
**Benton Museum:** Mary Mell  
**Community School of the Arts:** Mary Mell  
**Connecticut Repertory Theatre:** Cecile Stanzione  
**Dean's Office:** Mary Mell

**Digital Media:** Stacy Webb (Storrs)  
 Kathryn Huntington (Stamford)  
**Dramatic Arts:** Cecile Stanzione  
**Music:** Melanie Chebro  
**Jorgensen Performing Arts Center:** Melanie Chebro

Please check goods or services to be purchased:

- Dues**
- Subscriptions**
- Fees** (*professional, conference registration*)
- Supplies** (*educational/ lab/ office*)
- IT Equipment**
- Rentals**
- Services** (*Adjudicators, repairs on machinery, personal service agreements, catering, advertising*)
- Other** \_\_\_\_\_

**Purpose of Request:** *Please include vendor's name, address, telephone number, contact person, description of item, and copy of link to website or webpage of goods/services. Please also specify the date of when purchase is needed.*

Amount of Purchase Request (Actual or Estimate): \_\_\_\_\_

\_\_\_\_\_  
Requestor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head's Signature

\_\_\_\_\_  
Date

Business Manager Initial: \_\_\_\_\_

KFS Account number \_\_\_\_\_