

Requester Responsibilities

Important to note: For **technology** purchases, please complete the IT Purchase Request Form and consult with the IT Director, who will research the item(s) on your behalf. Once research is complete, the request will be routed to your Department Head/Director for approval, before being forwarded to the Financial Services Center.

- 1) Access the School of Fine Arts Financial Services Center's [Purchase Request Form](#).
- 2) Complete form with very detailed information about the purchase you are requesting.
 - Refer to the following lead-times for purchases to be processed within the Financial Services Center. Some purchases may take longer due to vendor setup and stipulations. Vendor setup may take up to one week, once the vendor submits information through the online PaymentWorks Portal or returns vendor paper forms.
 - Special Payroll Authorizations: 6-8 weeks
 - Personal Service Agreements (PSAs): 30-90 days, dependent upon value
 - Disbursement Vouchers (DVs): 2-3 days (if vendor is in the KFS system)
 - Purchase Orders (POs): 2 weeks
 - Procurement Card (ProCard) Orders: 2-3 days

Important to note: If work is completed by a current State of Connecticut employee, relative of a UConn employee, or by someone who has left state payroll within one year, payment must be processed through a Special Payroll Authorization.

- 3) Once the purchase request form is completed and submitted, it will route to your respective Department Head/Director for approval.
- 4) The requester will be notified by the Fiscal Officer when the purchase has been ordered and received, if it is delivered to the Financial Services Center.
 - If the purchase is directly routed to the department or vendor, the requester will have to follow up with either entity for purchase status updates.

Department Head/Director Responsibilities

- 1) Once the purchase request form is received from the requester, consult with the Fiscal Officer to ensure that the purchase fits into the department's budget.

- 2) If the purchase is over \$10,000 or if involvement with Facilities is necessary, please notify the Assistant Dean/Chief Operations Officer (COO) within the Dean's Office to ensure that the budget is adhered to and any further documentation is filed, if necessary.
- 3) After consultation, approve the purchase request form and it will be submitted to the Fiscal Officer for processing.