

Ball State University
Purchasing Department
Policy: Foundation Requisition PUR210

General

The Ball State University Foundation manages and administers university related Foundation accounts and funds, therefore purchases that are to be made with funds from a Foundation account are not entered directly into the FRS Purchasing System by departments.

Procedure:

A completed form titled "Request for Withdrawal of Restricted Funds from Ball State University Foundation" and a completed Requisition (B-9 form - paper only) listing the items to be purchased must be submitted to the Foundation Office.

The Foundation Office completes the application for payment by sending the processed forms to the Ball State Accounts Payable Office where a universal account number is assigned.

The paperwork is then be forwarded to the Purchasing Office where the order will be entered into the electronic purchasing system as a Requisition ([PUR205](#)). The Requisition is processed according to standard requisition procedures ([PUR205](#)) and becomes a Purchase Order.

The department receives a copy of the Purchase Order and upon receipt of goods submits a signed receiving copy of the Purchase Order to the Purchasing Office.

The Purchasing Office will enter the receiving information ([PUR250](#)) into the FRS Purchasing system acknowledging receipt goods or services performed. This information is entered on screen 230 of the FRS Purchasing system.

Invoices for this transaction are to be sent directly to the Accounts Payable Office and should include the purchase order number.

Responsibility:

Departments on Campus
Foundation

Other Departments Affected:

Accounting
Purchasing
Finance

PUR210