

Central Stores On-Line Ordering System

WRITTEN VERIFICATION

I am a Department Head/MSO, and I am requesting the ability of my staff to submit Central Stores requisitions electronically, without requiring a paper printout or fax.

I certify that all orders will be approved by a person with signature authorization, and that our department will keep a record of each electronically transmitted order for two years (five years from final ending date for orders charged to federal funds).

The duties of the individual(s) authorized to make purchases will be separated to ensure that the items ordered were received and that the purchases are appropriate. Individuals other than the person placing the order will:

1. Certify that the items ordered were received.
2. Perform an administrative review periodically of selected purchase documents to verify that the expenditures are supported.
3. Reconcile the department ledger.

Name of Department Head/MSO: _____

Job Title of Department Head/MSO: _____

Extension: _____

E-mail address: _____

Signature

Date

Instructions: Complete this form, sign and submit to Central Stores by mail or fax (x4314).