

SECTION 2 – ACQUISITION OF GOODS AND SERVICES

PURCHASING GUIDELINES AND LAWS	2.01
ALLOWABLE PURCHASING METHODS	2.02
ELECTRONIC PURCHASE ORDER PROCESS.....	2.03
<i>Purchase Order Revision Form.....</i>	<i>2.03a</i>
PROCUREMENT CARD USE.....	2.04
<i>Request for Issuance of Procurement Card Form.....</i>	<i>2.04a</i>
<i>Documentation of Telephone Order Form</i>	<i>2.04b</i>
IMPREST CHECKING ACCOUNTS	2.05
<i>Request for Reimbursement of Imprest Checking Account Form</i>	<i>2.05a</i>
<i>Reconciliation of Imprest Checking Account Form.....</i>	<i>2.05b</i>
REIMBURSEMENT VOUCHERS	2.06
<i>Reimbursement Voucher Form.....</i>	<i>2.06a</i>
CONTRACTUAL SERVICE AGREEMENTS.....	2.07
<i>W-9 Form.....</i>	<i>2.07a</i>
<i>Contractual Services Agreement Form</i>	<i>2.07b</i>
<i>Invoice Form</i>	<i>2.07c</i>