

School of Engineering and Applied Science
THE GEORGE WASHINGTON UNIVERSITY
WASHINGTON DC

Finance - Student Activities

Purchasing of Goods and Services

General Information

For purchases of goods valued over \$2,500, a purchase order (PO) must be created. Also, a PO should be cut for any service.

It is critical that you work with the Dean's Office staff to set up a PO before committing to purchase goods/services. Do not commit that GWU will pay for the goods/services until approved.

If you have any questions about the processes, you can contact Miki Hayashi at capediem@gwu.edu or 994-2341 or Francis Oquaye at stingo@gwu.edu or 994-8938.

Documents Needed:

- 1) 3 quotes with companies' name and location
- 2) Fill out "Selection of Source" form, if over \$25,000
- 3) If new vendor, we need to go through "Supplier Registration Process" (talk to us about this if applies)
- 4) Authorizing signatures from Treasurer of E-Council, faculty advisor, and Associate Dean of Student Affairs

If any of the information is missing, we will send back the request.

Supplier Registration Notes

- Submitting these forms does not guarantee that they will be approved as a GW vendor. This is the reason why we do not want you to commit anything.