

Purchasing Guidelines

Purchase orders (PO's) should be completed for any large purchases, especially purchases of equipment.

A fillable PO form is now available on our website at <https://www.okbu.edu/business-office/forms.html>

PO's should be completed with the appropriate vendor information and signed by the budget director.

Purchases of \$500 or more also require approval of the Cabinet member responsible for your department. Please ensure all approvals are obtained prior to submitting the PO.

You may email the completed PO to purchasing@okbu.edu or hand deliver the form to the Business Office in Thurmond Hall Room 104A.

Smaller purchases can be made with a departmental purchasing card. Requests for temporary credit limit increases for a specific purchase should be emailed to Steven Floyd at steven.floyd@okbu.edu.

Please see below for directions regarding purchases at the following vendors.

Amazon - to set up an amazon account, please contact purchasing@okbu.edu. You will need an account set up to ensure purchases are exempt from sales tax.

Walmart - all Walmart purchases should be completed using your departmental purchasing card. You will need a copy or photo of the tax exempt card at checkout to ensure purchases are exempt from sales tax. If you need a copy of the Walmart tax exempt card, please contact purchasing@okbu.edu.

Staples - all Staples purchases should be completed online through the Staples Advantage website. If you need an account set up, please contact purchasing@okbu.edu.

Hobby Lobby - all purchases made at Hobby Lobby should be completed with your departmental purchasing card. A copy of OBU's tax exemption form must be presented to ensure purchases are exempt from sales tax. A copy of the sales tax exemption is available on the OBU website.

Sam's Club - all purchases made at Sam's Club should be completed with your departmental purchasing card. Check out the corporate Sam's membership card in Thurmond Hall 104A prior to your visit to ensure purchases are exempt from sales tax.

Enterprise - all vehicle rentals should be done through an Emerald Club account. If you need to set up an account, please email purchasing@okbu.edu.

If you have any questions about future purchases, please email purchasing@okbu.edu.