



EXCEPTIONS TO MATERIALS MANAGEMENT REQUISITIONS

Requisitions are required for all expenditures, with the following exceptions:

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| 1 | Travel related items: travel expense claims, conference registration fees, workshop registration fees, airfare | Submit an expense claim for personal reimbursement |
| 2 | Personal reimbursements | Submit an expense or professional supplement claim or request reimbursement from departmental petty cash fund |
| 3 | Personnel Services: benefits, wage and salary administration | Payroll Authorization Form (PAF) required |
| 4 | Bookstore retail activities | Invoices processed by Bookstore and paid by Accounts Payable |
| 5 | Library book acquisitions | Invoices processed by Library and paid by Accounts Payable |
| 6 | Contracts for construction | Alterations or renovations are processed through Physical Plant for University facilities |
| 7 | Contract stationary purchases (e.g. Corporate Express) | Authorized individuals may order on-line |
| 8 | Items which cost less than \$1000 (exception: Cell phones) | Submit merchant's invoice to Financial Services with the following information: signature of order originator, FOAPAL, reason for purchase, signature of approver with signing authority |
| 9 | Legal fees | As in #8 above |
| 10 | Utilities: property taxes, Direct Energy, City of Lethbridge Utilities | As in #8 above |
| 11 | TELUS (exception: Cell phones) | As in #8 above |
| 12 | Memberships - Professional Associations | As in #8 above |