

**PURCHASE PROCEDURES  
FIREARM, BOW AND SHOOTING SPORTS SUPPLIES**

**BEFORE YOU BUY:**

Be sure the items you plan to purchase are included in your grant proposal budget.

- a. Firearms
- b. Bows
- c. Supplies—arrows, shells, targets, gloves, ear plugs, safety glasses

Select a vendor, CONTACT them and gather/share the following information:

- a. Do they accept credit cards? YES \_\_\_\_\_ NO \_\_\_\_\_

**IMPORTANT:** YOUR P-CARD CAN NOT BE USED TO PURCHASE FIREARMS, BOWS OR AMMUNITION.  
YOU MUST SUBMIT A PURCHASE REQUEST AND HAVE THE PURCHASE ORDER AND  
REQUISITION ISSUED IN ORDER TO MAKE THE PURCHASE.

- b. Will this vendor accept purchase orders? YES \_\_\_\_\_ NO \_\_\_\_\_

- c. Vendor Information needed:

Contact Person: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

- d. Are they aware that Oklahoma State University is tax exempt and no tax should be charged? YES \_\_\_\_\_ NO \_\_\_\_\_

- e. Do you have the vendors tax identification number. YES \_\_\_\_\_ NO \_\_\_\_\_

Vendor Tax I.D. # \_\_\_\_\_

## **TO PAY WITH REQUISITION:**

<b>Action required</b>	<b>Who is responsible</b>
1. Determine vendor to be used and verify they will accept a purchase order.	Educator
2. Complete purchase request with required signatures (Required signatures include CED and District Director)	Educator
3. Send completed purchase request to Extension Finance	Educator
4. Requisition processed	Extension Finance
5. Purchase order is issued	Purchasing
6. Item is ordered	Purchasing
7. Item is shipped by vendor	Vendor
8. Invoice is sent to Extension Finance	Educator/Vendor
9. Invoice attached to purchase order and the payment process is started	Extension Finance

## **TO PAY WITH P-CARD:**

1. Select vendor
2. Pay with p-card
  - A. Remember to inform them we are tax exempt
  - B. Provide itemized list of purchased items: shells, targets, etc. Do not use the broad heading of SUPPLIES.
  - C. YOUR P-CARD CAN NOT BE USED TO PURCHASE FIREARMS, BOWS OR AMMUNITION.
3. Send original receipts and transaction log to Extension Finance
  - A. Sign log
  - B. List account number
  - C. Each Friday and no later than the 20<sup>th</sup> of each month

## **OTHER PERTINENT INFORMATION:**

- \* You are the buyer and contact person. Campus will not contact the vendor or make decisions for you
- \* You need to send the original receipt and transaction log to Extension Finance.
- \* Purchase request are available on the intranet. Be sure you have your signature along with the county director's signature and the district director's signature and it is faxed or mailed to Extension Finance at 258 Ag Hall.
- \* You have a limit on you p-card both for single transactions and the billing cycle (month). You cannot go over or your card will be rejected.

For questions about purchasing or p-card call Extension Finance at 405-744-5521

For questions about grant call Jami Spiva at 405-744-3985