

**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 OR BOWS
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:

Action required

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

Who is responsible

Educator
Educator

Educator
Extension Finance
Purchasing
Purchasing
Vendor
Educator/Vendor
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 OR BOWS.
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 20th of each month

OTHER PERTINENT INFORMATION:

- * Targets, ammunition and accessories for approved 4-H Shooting Sports programs may be purchased by County Extension Staff using state approved procedures including agency accounts, p-cards and OKCorral. By way of example but not limited to, these items include shotgun shells, clay targets, arrows, paper targets, .22 ammunition, pellets, and items needed to maintain firearms and bows. If items are awarded through a grant a p-card or OKCorral must still be used as funds are housed in Extension Finance.
- * 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 grants call Beth Peneaux at 405-744-8245