



MEMORANDUM

TO: Bookstore Purchase Order Initiators and Approvers

FROM: Procurement and Payment Services

DATE: February 9, 2012

RE: Process Change for Bookstore Purchase Orders

Effective Monday February 20, 2012, Barnes & Noble bookstore purchase orders will undergo a change in process to allow for better tracking and reporting of University business transactions:

- Zero-dollar (\$0) purchase orders will no longer be accepted. Purchase orders must be created and approved with a stated dollar value of the total anticipated merchandise purchase to ensure proper approvals are obtained. The actual in-store merchandise purchase cannot be greater than 10% over the approved purchase order amount.
- At the time of merchandise pick-up, the Bookstore employee will record the employee's name and University of Chicago ID# on its copy of the purchase order. In the event the University employee does not have their University ID, their driver's license number will be accepted. The Bookstore will be unable to fill a purchase order without one of these forms of identification.
- The University employee picking up the merchandise will also be asked to sign the copy of the purchase order to acknowledge receipt of the merchandise. The Bookstore will be unable to fill a purchase order without the employee's signature.

If you have any questions about the new procedures related to the purchase order fulfillment process at the Bookstore, please contact Ryan Adolph at 773.834.8605.

Please remember the GEMS card remains the preferred purchasing method for the bookstores. The GEMS card streamlines the point-of-sale process, automates expense report management and integrates with the University's accounting systems. BuySite purchase orders should only be utilized when a GEMS card transaction is not possible.

Thank you for your cooperation with these procedures as we strive to continuously improve our processes and controls.