

Title: **UNM BOOKSTORE PURCHASES**Function: **PROCESS**

POLICY STATEMENT

As a publicly supported entity, it is recognized that certain guidelines must be established and followed to ensure accountability. Departments are responsible for providing documentation (such as receipts, invoices, and receiving reports) for all expenditures (**UBP 4000 3.0**).

The accountability of all UNM purchases follows the Allowable and Unallowable Expenditures policy (**UPB 4000**). In addition, UNM Policies and Procedures state that the purchase of goods [at the bookstore] must represent a public purpose that benefits the University (**UBP 4000 4.19**).

APPLICABILITY

All Family and Community Medicine employees (faculty, staff, and students)

PROCESS AUTHORITY

This process is approved by the Department Administrator and/or the Chair of FCM.

PROCESS DETAIL

There are several methods for purchasing goods from the UNM Bookstore that are accepted by FCM:

1. Electronic Medical/Legal Supply Requisition Form (recommended method)
2. Bookstore Supply Requisition Form(hard copy)
3. Purchasing Card
4. Phone

When using any of the methods it is important to make sure the following is done:

1. The initial purchase request and pre-approval to order forms are documented.
 - The pre-approval request is sent to the program supervisor and DFCM accountant, listing the goods and estimated cost of the goods needed for program operation. This can be completed by email, internal purchase request form, or by using the hard copy Book Store Requisition.

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- The program supervisor and DFCM accountant verify that all purchases are allowed and reasonable before the purchase is made.¹
- 2. Each department program has controls in place that separate the purchasing and receiving functions of goods.² For example, an employee other than the one purchasing the goods verifies that all goods ordered are received.
- 3. Signatures of both the purchaser and receiver of the goods are confirmation that the transaction is complete.

Electronic Request (*Recommended Method*)

1. [Click here](#) for the Electronic Bookstore Requisition
2. UNM Medical Legal Bookstore (middle of website)
3. Create an account (required/one time activity)
4. Log in
5. UNM Department Requisition Orders
6. Medical/Legal Supplies Requisition Orders
7. Fill out Electronic Requisition
8. Print prior to submission for temporary purchase record.
9. Submit
10. An email confirmation including copy of order will be sent to the purchaser.
11. Confirm order with department colleague of the goods received and temporary requisition
12. Signature of purchaser and receiver of goods
13. Bookstore Requisition and receipt of goods are sent to DFCM accountant

¹ UNM Internal Audit Control Self Assessment Questionnaire (Jan 2009), Procurement; Pg 7; control point #1

² UNM Internal Audit Control Self Assessment Questionnaire (Jan 2009), Retail Sales; Pg 15; control point #4.

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Bookstore requisition (hard copy)

1. A Bookstore Requisition is obtained from the DFCM accountant or the following link:
2. [Click here](#) for the hardcopy of the Bookstore Requisition.
3. The Bookstore Requisition is filled out with items to be purchased, approximate cost, business purpose, and authorized signature to purchase goods at the bookstore
4. The DFCM accountant approves with signature and records the requisition in log book with identifying number.
5. The goods are either delivered by the bookstore or picked up by a department employee.
6. The goods can be paid for by the purchaser's p-card or the bookstore will charge the index written on the requisition.
7. The goods received are verified by purchaser and receiver to be the goods ordered.
8. The original receipt is given to the DFCM accountant. The receipt is attached to the Bookstore Requisition and filed.

Phone call

Supply orders can be called into the Bookstore. The bookstore will then fill out the manual Bookstore Requisition form and charge the index given over the phone. There must be prior electronic approval by a department authority. Special precautions must be taken that the correct index has been charged and a copy of the requisition is given to the DFCM accountant.

Basic Refund & Return Policy

All returns, refunds, and exchanges must be accompanied by the original receipt and in the original condition.

All returns are refunded based on the original payment method.