



ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL

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REVISION
3

PAGE
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SUBJECT

PURCHASING

SUB-TOPIC

PURCHASE OF U.S. GOVERNMENT DOCUMENTS AND PUBLICATIONS

This type of purchase is handled via a deposit account which has been established with the Superintendent of Documents, U.S. Government Printing Office.

The requisitioner should submit a properly completed Purchase Requisition to the Purchasing Department and include in the **Description** section:

1. Title of the document/publication
2. Author of issuing agency
3. U. S. Government document/publication reference number

The Purchasing Department will issue a purchase order to the agency and the agency will ship the materials to Central Receiving.

Payment is based upon a purchase order and the delivery document. The two, when matched, will be presented to the Accounts Payable Department, who will then debit the requisitioning department's fund and credit the deposit account accordingly.