



## **PURCHASE REQUISITIONS**

Requisitions for all necessary purchases should be submitted through WebAdvisor for processing. If the purchase is less than \$25, you may choose a petty cash refund by completing the form found in the Centenary University Purchasing Policy. All other requisitions will be processed through WebAdvisor and a PO will be generated and emailed to the individual requesting the purchase.

The University is responsible only for purchases and commitments made with appropriate prior approval. Purchases made without appropriate prior approval become the personal financial responsibility of the individual who made the purchase(s).