



UNIVERSITY *of* WISCONSIN

GREEN BAY

Purchasing Policy and Procedure Number PPP 9

Subscriptions/Memberships Dated: 11/01/2004

POLICY

New or renewed subscriptions to magazines, journals, and periodicals or organizational membership fees can be processed either by direct payment or by using the Purchasing Card. A purchase order does not need to be entered for a magazine, journal, etc. subscription or membership fee.

PROCEDURE

Direct Payment: The new or renewal subscription order forms or membership forms from the vendor are required for the direct payment process. Forward 2 copies documentation to Accounts Payable for processing; include budget code to be charged, as well as signature authorizing payment.

Purchasing Card: Provide vendor with Purchasing Card number. Maintain required documentation for audit purposes.