

The University of Scranton  
Purchasing Policies & Procedures  
Non-Sufficient Funds

Purpose.

To define a procedure for the processing of requisitions when funds are non-sufficient in the account being used.

Scope.

This procedure applies to all requisitions.

Procedure.

The Banner System will place a requisition or purchase order in suspense when there are non-sufficient funds.

No purchase orders will be issued without sufficient funds.

When a purchase order is suspended for non-sufficient funds, Purchasing will contact the Budget Coordinator. It will be the responsibility of the requisitioner to obtain the necessary transfer to fund the requisition.

The Budget Coordinator will be notified of the non-sufficient fund condition by Purchasing and will have authority to override the budget. This will allow the purchase order document to be processed. The requisitioner will contact the Budget Coordinator regarding required budget transfers.