



12/17/2015

Lisa Harper
AVP for Financial Operations
lharper@uco.edu

Dear Financial Manager,

Congratulations on being selected as a Financial Manager. As a Financial Manager, you will need to understand and follow the [Purchasing Policies and Guidelines](#) set forth by the University of Central Oklahoma, the State of Oklahoma and the Board of Regents. Your particular UCO department or divisions may also have guidelines or restrictions on items that are purchased. It is your responsibility to verify that charges posted to an organization comply with policies and guidelines. You are also responsible for others purchasing on your behalf. Therefore, it is important you familiarize yourself with these policies and procedures. This will allow you to make appropriate decisions that hold the standards and mission of this institution. Your responsibilities involve approving requisitions, invoices, purchase charges, and security access for your organizations. It is essential, that modifications are promptly made to security access when there are employee changes within an organization. It is required that verifications of security access are done at least once per year.

If you have any question regarding a purchase you should refer to the [Purchasing](#) or [PCard](#) Web site for clarification before giving your approval. Training is available through [Purchasing/Payment Services](#) or [Financial Services](#).

Best of luck as you begin, if you have any questions please contact me.

Sincerely,

Lisa Harper

AVP for Financial Operations
Lillard Administration Building