

General Information

- Get written (e-mail) approval from School of Music Director.
- Send screenshot, link, detailed description, etc. to Director (Randy) for purchase.
(Purchases without sufficient research will be returned-please be specific)
- You will be notified by office staff when items arrive, the office needs invoices so, the packages will be opened prior to you receiving the material.
- All WSU purchases are exempt from Ohio sales tax.

Music Rental

- Music Rental Returns must be prepared ready to ship. Office will not pack the music.
- Missing and damaged parts are the responsibility of the faculty.
- No rush deliveries will be authorized.

Use of Departmental (School of Music) Procurement Card "procard"

- Please see Wright Way Policy regarding the use of Procurement Cards.
- <https://policy.wright.edu/policy/9340-procurement-card-policies-and-procedures>
- Violations of policies will result in the loss of the card to the department.

Salient points of the Wright Way Policy

- "Use of the card by anyone other than the person whose name appears on the card is prohibited"
- "The procurement card is the responsibility of the person whose name appears on it and should not be given to anyone else."
- "The cardholder, whose name appears on the card, may make purchases for any employee within the department, if approved by the cardholder's supervisor."
- "The cardholder will contact a supplier via phone, fax, internet, or in person to purchase the goods/services."

Music Office Security Measures

- No faculty or students allowed inside Elizabeth's office (088D CA).
- All meetings with Elizabeth must be by appointment and may take place in another location.
- Do not "drop by" and unintentionally create a security risk with student or financial records.