

SECTION 1: INTRODUCTION

Purpose

This Gonzaga University Purchasing/Finance Manual is designed to explain to the University community a description of the roles of the Purchasing & Finance Departments.

Controller's Office

The Controller's Office and Accounts Payable hours are Monday through Friday 8:00 AM to 4:30 PM, closed from noon to 1:00 PM for lunch. The Controller's Office is responsible for the general accounting and internal financial control of the University as well as providing a General Cashier's Window for deposit processing. The Controller's Office monitors document retention destruction and post issuance compliance policies. Refer to <http://www.gonzaga.edu/Campus-Resources/Offices-and-Services-A-Z/Finance-Office/Controllers-Office/Policies-Procedures.asp> for detailed documentation.

The Accounts Payable Office has the responsibility for the review and disbursement of Gonzaga's funds in accordance with University policies and procedures. The Accounts Payable staff process invoices from external suppliers as well as all non-payroll payments to faculty and staff. Questions regarding payment of purchase orders, supplier invoices, and expense reimbursements should be directed to this office. For Accounts Payable Forms see <http://www.gonzaga.edu/Campus-Resources/Offices-and-Services-A-Z/Finance-Office/Controllers-Office/AccountsPayable.asp>.

Mailing Address for the Controller's Office:

Gonzaga University
Controller's Office
502 E Boone Ave
Spokane, WA 99258

Mailing Address for Accounts Payable outside the University:

Gonzaga University
Accounts Payable
PO Box 3464
Spokane, WA 99220

Accounts Payable Contacts

Email: gonzagaap@gonzaga.edu

Nancy Grasso | Accounts Payable Manager

313-6807 • grasso@gonzaga.edu

Cindy Bletcher | Accounting Assistant (vendors A-K)

313-6810 • gonzagaap@gonzaga.edu

Sara Clarkson | Accounting Assistant (vendors L-Z)

313-6802 • clarkson@gonzaga.edu

University Purchasing

University Purchasing hours are Monday through Friday 8:00 AM to 5:00 PM, closed from noon to 1:00 PM for lunch. University Purchasing is responsible for obtaining requested supplies, equipment and services for the University at the best prices available, consistent with the quality of goods required, in a timely and efficient manner. University Purchasing is always eager to assist departments in meeting their needs. The workload is distributed among the buyers by commodity. When you have a question regarding a purchase order, contact the buyer who handles that commodity. If you cannot find the correct category for the item you wish to order, feel free to call any of the buyers or the director for assistance. University Purchasing is located in the Plant Services building. For commodity distribution form and other purchasing forms see <http://www.gonzaga.edu/campus-resources/Offices-and-Services-A-Z/Purchasing/PurchasingandFinanceForms.asp>

Address for Purchasing

Gonzaga University
University Purchasing
502 E Boone Ave AD 81
Spokane, WA 99258

University Purchasing Contacts

Steve Lunden | Director

313-5624 • lunden@gonzaga.edu

Paula Baker | Purchasing Assistant

313-5953 • bakerp@gonzaga.edu

JoAnne Bruce | Buyer

313-5649 • bruce@gonzaga.edu

Lorrie Engle | Buyer

313-5672 • lengle@gonzaga.edu

Megan Self | Buyer

313-5671 • self@gonzaga.edu