

	PURCHASING DEPARTMENT FREDONIA STATE UNIVERSITY OF NEW YORK	GUIDELINE NO: 602
		PAGE NO: 1 of 1
		ORIGINAL: January 2003
		LAST REVISED: January 2014
TITLE: Recruitment Advertising		REVISION DATE: January 2016

I. Purpose

The purpose of this guideline is to define a procedure for paying for recruitment advertising.

II. Procedure

All ads will be paid when a tear sheet of the ad is sent with the invoice to the Purchasing Department. It is the requesting department's responsibility to forward a completed requisition to the Purchasing Department for processing. All approving signatures must be obtained before the requisition is sent to Purchasing.