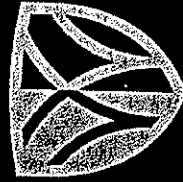


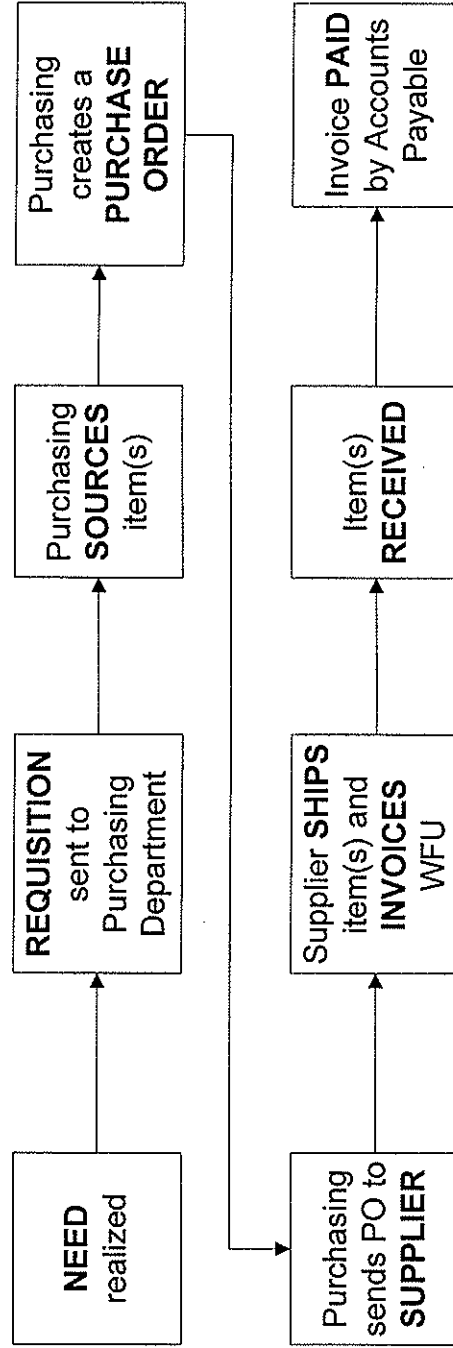
PURCHASING 101

Campus Finance Representative Meeting



WAKE FOREST
UNIVERSITY

January 29, 2009



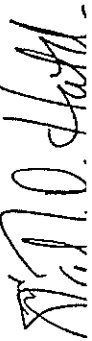
Wake Forest University
 Authorization Approval Levels
 7/18/2005

<u>Organization Level</u>	<u>Budgeted</u>	<u>Not Budgeted</u>
Board of Trustees	Unlimited	Unlimited
Chair/Vice Chair of the Board	Unlimited	\$5,000,000
President	Unlimited	\$1,000,000
Vice President for Finance & Administration	Unlimited	\$1,000,000
Vice Presidents, Director of Athletics, General Counsel and Provost	\$1,500,000	N/A
Dean of the College, Babcock Dean, Law School Dean	\$1,000,000	N/A
Divinity School Dean, Calloway Dean, Dean of the Graduate School, Director of Facilities and the Controller	\$500,000	N/A
Associate Deans, Assistant Deans, Assistant Vice Presidents, Associate Controller, Associate Provost, Dean of Summer School and Dean of Student Life	\$100,000	N/A
Department Chair/Head and Directors	\$25,000	N/A
Business Managers (Athletics, Babcock, Law, Information Systems)	\$1,000	N/A
Administrative Assistants		

Notes:

1. Multi-titled employees are given authorization at highest level
2. Approval limits are maximum values
3. Contracts over \$100,000 must be approved by the University legal department

Accepted and Approved:



WAKE FOREST UNIVERSITY

PURCHASE ORDER NO. **P0004128**

This purchase order number must appear on all invoices, packages, Bill of Lading, packing slips and correspondence.

P0004128

Carl Zeiss Inc

Purchase Order Date: 10/30/08

Bill to: BIOLOGY.
POBox 7325
Winston Salem NC 27109

CONDITIONS OF PURCHASE:

1. In accepting this order, Seller acknowledges and agrees to abide by the Conditions of Purchase set forth here and as set forth in further detail on the University's website <http://www.wfu.edu/administration/purchasing>. If Seller does not have web access, contact the Buyer listed below for a printed copy of the information.

2. Invoices must be mailed to address noted in 'Bill To' field. Please direct inquiries concerning invoices to (336)758-5690.

3. FOB Shipping Point. All orders should be shipped FOB, Shipping Point, unless prior written approval is obtained from Wake Forest University Purchasing Department. Freight charges must be added to the invoice as a separate item.

Seller: Carl Zeiss Inc
One Zeiss Drive
Thornwood NY 10594

Ship To: Anita McCauley, WFU
Gulley Drive
Biology dept.
Winston Hall rm# 226
Winston-Salem NC 27106
ATTN: Anita McCauley

DELIVER BY: 12/05/08

DELIVERY: 8:30 a.m. - 4:00 p.m. Mon.-Fri. 24 hour notice for large deliveries is recommended. To make arrangements please call: 336-758-909

Item	Description	Quantity	Unit Price	Total
1	Provost Capital Money, P20040 SCIENLAB X-Cite 120XL 3M IRIS F1 Light Per quote # 126-58600280-1	1.00 EA	4,802.0000	4,802.00
2	FREIGHT Freight	1.00 EA	28.0000	28.00
				DISCOUNT: .00
				ADDL CHARGES: .00
				TOTAL TAXES: .00
PO Total				4,830.00

11/6/09: Talked to DANA - item had been ordered backorder but is in stock now - should be shipped this week

FAXED
OCT 30 2008
BY: _____

Seller: Address all inquiries concerning this order to:

Buyer: Michael Logan
Phone:
Fax: 336-758-4823

Michael Logan, CPPM
Michael Logan

DataChambers Records Management

a division of TWIN CITY WAREHOUSES

Invoice # 0149214
Invoice Date 01/01/2009
Invoice Period December-2008

Billing Address

01068
WAKE FOREST UNIVERSITY-PARENT
NICOLLE GAILLARD
ASSISTANT BUYER PURCHASING DEPARTI
P O BOX 7245
WINSTON-SALEM, NC
27109

Service Address

01068
WAKE FOREST UNIVERSITY-PARENT

P.O. Number NONE
P.O. Expiry

Summary of Service Charges

(See Detail Report for more information)

Storage	\$1,142.26
Courier	\$167.01
Service	\$516.77
Miscellaneous	\$152.78
Sub-Total	\$1,978.82
State Tax	\$3.43
Total	\$1,982.25

Please remit to:

3302 Old Lexington Road
Winston-Salem, NC
27107

*Terms: Net Due Upon Receipt - 1.5 % penalty after 30 days
Please direct questions to Customer Service @ 336-499-6020, Option 1*