POLICY

1. Classified Advertising

It is the Medical School policy that all classified ads relating to recruiting for open positions must be requested through Human Resources. The Virginian Pilot/Ledger Star (VP/LS) has been notified to only accept Medical School orders for classified ads via Human Resources.

2. Retail Advertising

It is the Medical School policy that all other advertising be requested through Institutional Advancement. Individual departments may place their own orders for retail advertising with the prior approval of Institutional Advancement. The following procedures must be followed:

PROcedures

1. Classified Advertising

Please see Human Resources Policies and Procedures for detail procedures.

2. Retail Advertising

a. Approval must be obtained from Institutional Advancement prior to placing any orders.
b. Submit requisition in OneSource. Departments are responsible to use the object code #007406. In doing so, Institutional Advancement will be included in the approval process. Failure to use the correct object code will circumvent the department’s ability to review and approve.
c. Approval received in OneSource will serve as authorization granted from Institutional Advancement. Materials Management will create and issue PO to vendor upon receipt of the approved requisition.
d. Requisitions received by Materials Management using object codes other than the above will be returned to the department for correction.
e. Institutional Advancement may elect to assign internal VP/LS approval number referencing the order.

The Virginian Pilot/Ledger Star will not accept an order without a Medical School purchase order.