

Shepherd University

Procurement to Pay Process

Please Note: Exempt from the below requisition process are any travel related expenses; however a Travel Authorization must be completed and approved prior to any expense being incurred.

Department needs to make a purchase:

Will the total purchase be \$1000.00 or greater, a service and/or repair, or a commodity under \$1,000 requiring a check to be cut? (Utilities are exempt from this process.)

- a) If no: Department may utilize a departmental P-Card to pay for the purchase. Receipt and supporting documentation must be obtained and completed in line with P-Card policies and procedures and reconciled in Oasis and **budget monies should be available in the Fund, Org and Account to accommodate the purchase.**
- b) If yes: A requisition must be completed.

Requisition Submission Requirements

Equipment: Single item of \$1,000 or more:

- Completed ELT Approval Form, Requisition, source of price estimate and W9 if applicable; given to VP/ELT member for ELT Approval.
- If ELT does not approve, information communicated back to requestor by VP/ELT member.
- If ELT does approve, CFO notifies Procurement of approval and all documentation is forwarded to Procurement for processing.

Services/Repairs:

- A completed requisition, a quote signed and dated by the vendor, and W9 if applicable is forwarded to Procurement.
- A service requiring a vendor's agreement and/or contract:
 - A completed requisition, a vendor's agreement for the actual service term, outlining the services to be provided and the amount to be paid with a not-to-exceed amount should be forwarded to Procurement signed and dated by the vendor. If a vendor has their own contract, this must be forwarded to Procurement for review of terms and conditions.

All contracts must be fully executed, signed and dated by both the vendor and Shepherd University (only President, CFO, and Executive Director of Procurement may sign on behalf of Shepherd) prior to the services being rendered. Please be sure to send all documentation to Procurement Services for contractual execution.

All other purchases:

A purchase of commodities totaling \$1,000 or more or commodities under \$1,000 and the vendor does not accept P-Card or there is a fee assessed to pay by P-Card.

- A completed requisition, a quote and/or shopping cart and W9 if applicable is forwarded to Procurement.

Requisition Approval Process

Requisitions are processed, reviewed and approved in Procurement. Requisitions will **only be approved** if all required documentation is received, budget monies are available in the Fund, Org and Account to which the purchase is to be expensed and the purchase is in line with all Shepherd and State policies and procedures. Once requisition is approved, department will be notified and forwarded via email copies of all documents.

Approved Requisition for Equipment: Single item of \$1,000 or more:

- Procurement will either issue a purchase order to vendor to procure equipment or will order and/or purchase equipment utilizing Procurement P-Card. If the item will be paid by check, the vendor will be responsible for invoicing Shepherd once the equipment has been delivered. If the equipment can be purchased utilizing a P-Card, the department will be notified once the purchase has been made and included in and/or forwarded all communication with the vendor.
- Department will be responsible for communicating with Procurement once equipment has been received so that tagging of the fixed asset may be arranged.

Approved Requisition for Services/Repairs:

- Procurement will complete any and/or all of the following: issue a purchase order to vendor, or send a signed copy of the quote or a signed copy of the vendor's agreement or contract to the vendor. At this time, the department may schedule service and/or repair. The vendor is responsible for invoicing Shepherd University in line with signed quote and/or purchase order.
 - If the vendor does not accept credit card as a form of payment or charges a fee to utilize the credit card, the department must sign off on invoice, approving to pay and

confirming receipt of services rendered and forward to Procurement for payment by check. Invoice and any supporting documentation must meet invoice submission requirements.

- If the vendor does accept credit card as a form of payment, the department may utilize the department P-Card to pay the invoice. The P-Card user in the department must attach a copy of the approved requisition and the signed quote as supporting documentation to their P-Card transaction along with the invoice. Any and all other documentation requirements for P-Card purchases must be adhered to as well.
 - For any purchases over a departmental card's limit, Procurement will pay utilizing a Procurement P-Card. The department will be required to sign off on invoice, approving the expense to be charged to the budget provided and confirm receipt of goods and/or services.

Approved Requisition for all other Purchases Requiring a Requisition:

A purchase of commodities totaling \$1,000 or more or commodities under \$1,000 and the vendor does not accept P-Card or there is a fee assessed to pay by P-Card.

- For purchases to be paid by check, Procurement will issue a purchase order and forward to the vendor. Vendor is responsible for invoicing Shepherd University in line with purchase order. The department must sign off on invoice, approving to pay and confirming receipt of services rendered and forward to Procurement for payment by check. Invoice and any supporting documentation must meet invoice submission requirements.
- For purchases to be paid by P-Card and the departmental P-Card can accommodate the purchase, Procurement will forward the approved requisition to the department and the department will be responsible for making the purchase. The P-Card user in the department must attach a copy of the approved requisition as supporting documentation to their P-Card transaction along with the paid invoice. Any and all other documentation requirements for P-Card purchases must be adhered to as well.
- For any purchase over the departmental P-Card limit, Procurement will make the purchase utilizing a Procurement P-Card and the department will be notified once the purchase has been made and included in and/or forwarded all communication with the vendor. The department will be required to sign off on paid invoice approving the expense to be charged to the budget provided and confirm receipt of goods and/or services.