An aerial photograph of the Shepherd University campus, showing various buildings, green spaces, and a large circular driveway. The image is slightly faded to allow text to be overlaid.

Requisition Process Summary & Invoice Submission Requirements

Procurement Users' Group Meeting
January 16, 2020

Requisition Process Summary

Procurement to Pay Process

What is it?

Process in which Shepherd University will go about procuring goods and/or services, dependent on the nature and costs of those goods and/or services.

Exempt from this process would be utility and travel expenses. However travel expenses must be procured in line with Shepherd University Travel policies, processes and guidelines.

Requisition Process Summary

Procurement to Pay Process

Why?

- State of West Virginia Auditor's Office is requiring additional documentation for payment processing and has set requirements that the documentation has to meet.
- Also to assist with fiscal responsibility and monitoring of expenses.

Requisition Process Summary

Procurement to Pay Process

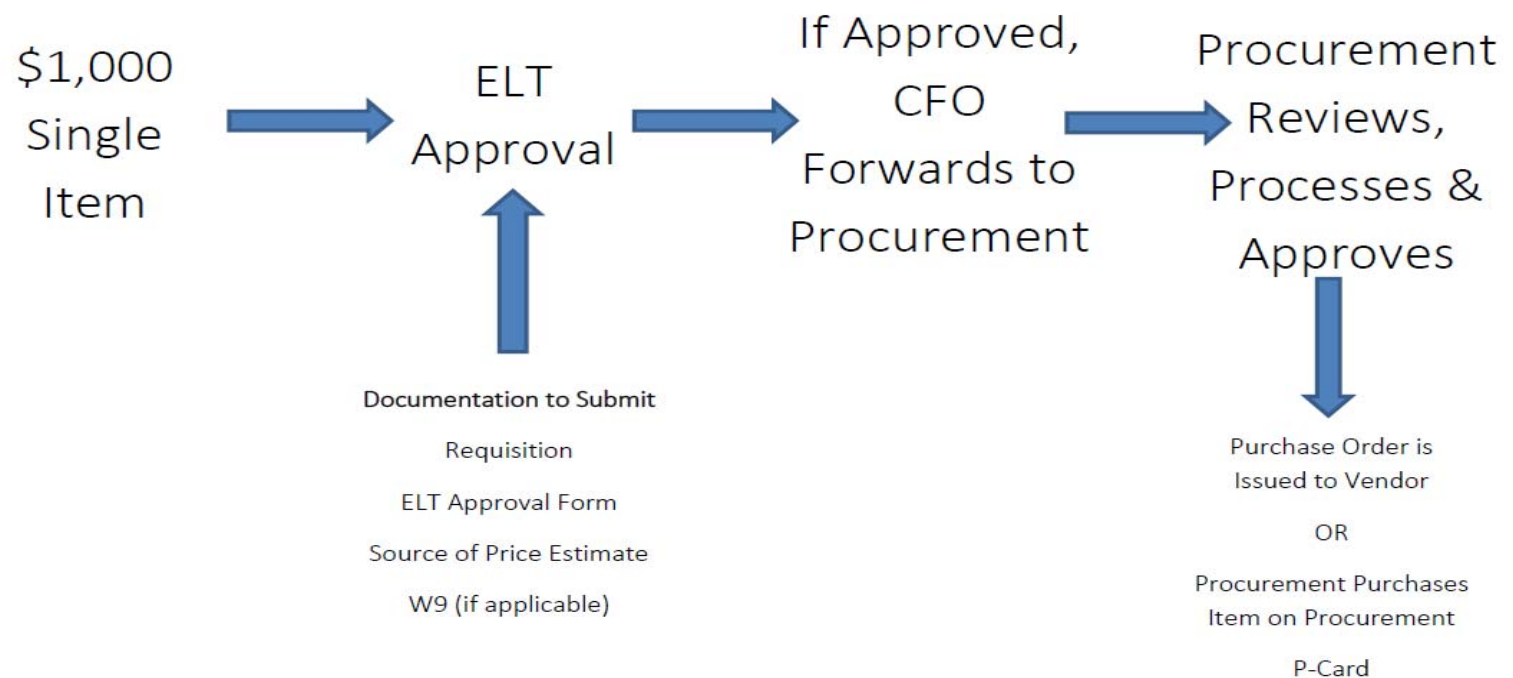
What is a requisition?

- A requisition is a form to be utilized by departments to request approval to procure certain goods and/or services. It should be completed PRIOR to ordering goods or procuring and/or agreeing to services to be rendered at Shepherd University.
- It is not a request to pay an invoice. An invoice indicates that goods and/or services have already been received and/or rendered.

Requisition Process Summary

Three Scenarios that Require a Requisition

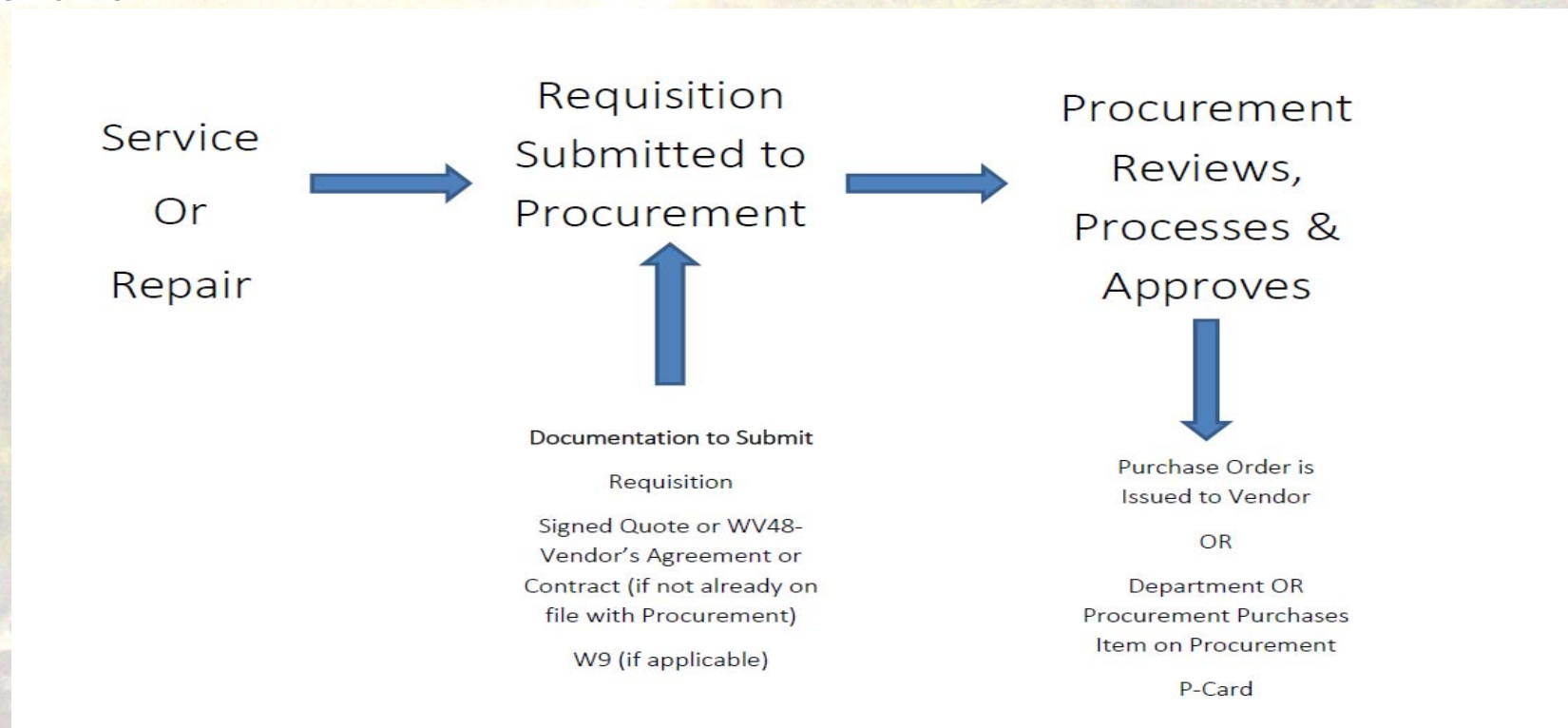
Scenario #1:



Requisition Process Summary

Three Scenarios that Require a Requisition

Scenario #2:





Procurement Services Office
 Ikenberry Hall
 Room 217
 P: 304-876-5216

Requisition Process Summary

Three Scenarios that Require a Requisition

Scenario #2:

Vendor Agreement

Requisition/Encumbrance No.

I, , agree to perform the following services for
(Name & address of vendor should be an exact match to the vendor's W9 and/or how the vendor is set up in the State's vendor system. Vendor should bill Shepherd University under the same name.)

Shepherd University at
(Agency) Location - (Where Service(s) is to be Performed)

Description of Service(s):

Date of Service: From To
date service is to begin date service is to end

The rate of pay shall be per not to exceed \$
hour/event/day/semester *maximum amount vendor will be paid for above described services*

Authorized Travel Expense:

Requisition Process Summary

Three Scenarios that Require a Requisition

Scenario #2:

Authorized Travel Expense:

paid for above described services

Will not be reimbursed.

Will be direct billed to agency. (On agency P-Card) Not to exceed: .

Will be reimbursed upon documentation in accordance with the travel regulations of Agency, not to exceed \$.

maximum amount to be paid in travel expenses

Please check the appropriate box below:

I **am not** currently a full time employee of the State of West Virginia.

I **am** currently a full time employee of the State of West Virginia.

Approved:

Shepherd University

Vendor

FOR PROCUREMENT USE ONLY
(Authorized Signature of Agency)

(Vendor's Signature)

(Title)

(SS # or FEIN)

(Date)

(Date)

Requisition Process Summary

Three Scenarios that Require a Requisition

Scenario #2:

Funding Paragraph

Service performed under this contract is to be continued in the succeeding fiscal year contingent upon funds being appropriated by the Legislature for this service. In the event funds are not appropriated for these services, this contract becomes of no effect and is null and after June 30.

NOTE: The following certification must be signed if the vendor is a full time employee of the State of West Virginia.

It is hereby certified that the services to be performed under this agreement will not interfere with or detract from the full time duties of the employee.

The amount of annual compensation received by _____ (above named vendor) from the State of Virginia for full time employment during the current fiscal year will be \$ _____.

The Vendor serves as _____ with the title of _____.
(position)

(Agency head's Signature)

Title _____

Agency _____

Requisition Process Summary

Three Scenarios that Require a Requisition

Scenario #3:

Total
Purchase
≥\$1000
OR
<\$1000
and to be
paid by
Check



Requisition
Submitted to
Procurement



Procurement
Reviews,
Processes &
Approves



Documentation to Submit
Requisition
Quote/Source of Price Estimate
W9 (if applicable)



Purchase Order is
Issued to Vendor
OR
Department OR
Procurement Purchases
Item on Procurement
P-Card

Requisition Process Summary

Test Your Knowledge



Do I require a requisition if...

- *I would like to buy \$50 of office supplies on my P-Card?*
- *I would like to pay an honorarium to a guest speaker for a campus event?*
- *I would like to print flyers for an event on campus and pay with my P-Card?*
- *I would like to use a monthly computer service such as SurveyMonkey?*
- *I would like to pay \$500 for a conference registration?*
- *I have equipment to purchase that totals \$450.00 and the vendor needs to be issued a check for payment?*
- *I would like to host an event on campus and have catering provide a meal. The total costs would be \$300.00.*

Requisition Process Summary

The Purchase Requisition Form






Procurement Services Office
Ikenberry Hall
Room 217
P: 304-876-5216

Requisition Process Summary

The Purchase Requisition Form

- Suggested Vendor
- Type of Purchase
- Signatures Required
- Department Contact

		REQUISITION		DATE	FISCAL YR	
SUGGESTED VENDOR		VENDOR ID NUMBER		TYPE OF PURCHASE		
				<input type="checkbox"/> STANDARD	<input type="checkbox"/> P-CARD	GRANT FUNDS
				<input type="checkbox"/> AGREEMENT		<input type="checkbox"/> Y <input type="checkbox"/> N
				<input type="checkbox"/> CONTRACT	#	
				DEPARTMENT NAME	DEPARTMENT CONTACT	EXTENSION
PHONE:	FAX:			Ship To:		
MAJOR ADMINISTRATOR		DATE				
BUDGET OFFICER						
ORG ADMINISTRATOR		DATE				
BUDGET OFFICER				SOURCE OF PRICE ESTIMATE		QUOTE NUMBER

Requisition Process Summary

The Purchase Requisition Form

- Product/Service Description

ITEM#	QUANTITY	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
				0
				0

Requisition Process Summary

The Purchase Requisition Form

- Total
- Funding Information

TOTAL 0

Small, minority and women-owned firms are encouraged to conduct business with Shepherd University.

FUNDING INFORMATION

LINE #	FUND	ORG	ACCOUNT	AMOUNT
1				
2				
3				
4				
TOTAL ENCUMBRANCE				0

FOR PROCUREMENT USE ONLY
AUTHORIZED AGENT SIGNATURE

DATE

Requisition Process Summary

Procurement to Pay Process

The Blanket Requisition



Invoice Submission Requirements

- ALL invoices submitted for payment to Procurement Services **MUST** have an **approved requisition** on file for Procurement to process for payment.

Invoice Submission Requirements

- ALL invoices submitted for payment to Procurement Services **MUST reference the approved requisition number.**
 - Number will start with a 40xxxx, E0xxxx, or a P0xxxx.

Invoice Submission Requirements

- ALL invoices submitted for payment to Procurement Services **MUST** be signed by person with authority to approve invoice for payment and can confirm good/services were received as billed.
- Approval Stamp: "I hereby certify that the items listed hereon have been received and are approved for payment."
- Signature and PRINT name

Invoice Submission Requirements

- ALL invoices submitted for payment to Procurement Services **MUST** be **dated on or after the date the requisition was approved.**

Invoice Submission Requirements

Receiving Reports

- Receiving reports or signed itemized packing slips must accompany all invoices coded to certain account codes.

Account Codes Requiring Receiving Reports

Oasis Object	Banner Account Code	Description
3200	7GH116	Office Expense
3201	7GH117	Printing & Binding
3221	7GH137	Supplies: Clothing
3222	7GH138	Supplies: Household, Janitorial & Recreational
3226	7GH141	Supplies: Research
3227	7GH142	Supplies: Educational
3228	7GH143	Supplies: Medical
3231	7GH146	Resale Goods
3246	7GH161	Computer Supplies - Less than \$1000 Per Item
3247	7GH162	Software License - Less than \$1000 Per Item
3252	7GH167	Miscellaneous Equipment - Less than \$1000 Per Item/ Life of A Year or More

For a full list visit: <https://www.shepherd.edu/procurement> SELECT **Procurement: Accounts Payable**

Invoice Submission Requirements

• Vendor Names & Addresses

- The vendor name on all invoice and contract/agreement/purchase order MUST be an EXACT match to what is in the State's Vendor system.
 - For individual contractors: includes middle names (full or initials), and/or any suffixes.
 - For companies: includes items such as Inc./Incorporated, LLC, Company, etc.

*For instructions on how to look up frequently used vendors or vendors that we have used in the past's name as it is in the system: Please visit <https://www.shepherd.edu/procurement> and **SELECT Procurement: Purchasing**.*

Invoice Submission Requirements

NEW FORMS!

NEW: Vendor's Agreement

Please visit <https://www.shepherd.edu/procurement> and **SELECT Procurement: Accounts Payable.**

NEW: Vendor's Invoice

Please visit <https://www.shepherd.edu/procurement> and **SELECT Procurement: Purchasing.**

Invoice Submission Requirements

NEW: Vendor's Invoice

STATE OF WEST VIRGINIA
VENDOR'S INVOICE

BILL TO:
SHEPHERD UNIVERSITY
PROCUREMENT SERVICES
PO BOX 5000
SHEPHERDSTOWN, WV 25443

ENCUMBRANCE/REQUISITION NO.

INVOICE NO.

NAME OF VENDOR:

The name listed here must be an exact match to the vendor's W9 and/or how the vendor is set up in the State's vendor system.

REMIT TO ADDRESS:

The address listed here must be an exact match to the vendor's W9 and/or how the vendor is set up in the State's vendor system.

FUND:

ORG:

ACCOUNT:



Procurement Services Office
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Invoice Submission Requirements

NEW: Vendor's Invoice

SUMMARY OF EXPENSES TO BE PAID

[Redacted area for Summary of Expenses to be Paid]

DATE(S) OF SERVICE: [Redacted]

TOTAL AMOUNT DUE TO VENDOR: [Redacted]

I certify that the above account is just, due, and owing.

I hereby certify that the items listed hereon have been received and are approved for payment.

Vendor's Signature

[Redacted signature line]

Date

Signature & Date
Authorized Shepherd University Employee Confirming
Receipt of Goods And/Or Services

Printed Name

Other Reminders:

- Procurement Processing Time
 - 9:00 AM – 12:00 PM Daily

Who do I contact if I have a question on....

- **Invoices – Michelle Bane ext. 5060 mbane@shepherd.edu**
 - Status of payment
 - Did Procurement receive an invoice?
 - Employee Reimbursement documentation
 - Copy of invoice documentation

- **Travel**

*For instructions on how to complete the settlement form, what documentation is needed for travel authorizations and/or settlements, how to determine how your name is in the HR/Payroll system: Please visit: <https://www.shepherd.edu/procurement> and **SELECT Procurement: Travel***

- Status of reimbursement
 - **Athletic Travel: Soccer, Basketball, Lacrosse, Golf, - Michelle Bane ext. 5060 mbane@shepherd.edu**
 - **Athletic Travel: Football, Softball, Tennis, Volleyball, Athletic Administration, Baseball – Ty Eubanks ext. 5324 teubanks@shepherd.edu**
 - **All Other Travel – Kathy Anderson ext. 5051 kanderso@shepherd.edu**
- **Requisitions – Joi Gyasi ext. 5110 jgyasi@shepherd.edu OR purchasereq@shepherd.edu**

*For instructions on how to complete the requisition form, what documentation is needed for requisition submission and the scenarios in which a requisition is needed: Please visit <https://www.shepherd.edu/procurement> and **SELECT Procurement: Purchasing***

- Status of requisition
- Do I need a requisition for...?

Other Reminders:

Who do I contact if I have a question on....

- **Vendor Record Maintenance – Joi Gyasi**

- Is this vendor set up in the system?
- Do I need to get a W9?
- A vendor's address has changed, what do I do?

*For instructions on how to look up frequently used vendors or vendors that we have used in the past's name as it is in the system: Please visit <https://www.shepherd.edu/procurement> and **SELECT Procurement: Purchasing**.*

Business Office/Finance Related Questions:

- **Budget**

Academic Budgets: Ginny Haddock | All Other Budgets/Grants: E.G. Moreland

- How to complete a Budget Change Request form?
- How much money do I have in my Budget?
- What are the Banner Budget (FUND, ORG) Numbers?
- Has my Budget Change been processed?

- **Revenue Refunds – Emily Christian**

- Status of payment
- Was my revenue refund request received?

- **Foundation Disbursement/Deposits – Emily Christian**

Other Reminders:

- Travel Expense Settlement Form

- Please follow the instructions on the website to complete form.
- Remember the traveler's name on the expense form **MUST** be an exact match to how the employee's name is in the HR/Payroll system.
- Settlement forms not completed correctly are being returned to travelers.

- P-Card

- If you did not attend the training hosted in November/December, please view the training presentation on our website for reminders and updates.

An aerial photograph of the Shepherd University campus, showing various buildings, green spaces, and a large field. The image is slightly faded and has rounded corners.

Shepherd
UNIVERSITY

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