Procurement Users' Group Meeting

GENERAL PROCUREMENT REMINDERS & Q&A

October 8, 2020

Procurement Users' Group Meeting: General Procurement Reminders & Q&A

Agenda

- ▶ Purchasing Reminders
- ▶ Q&A: Purchasing
- ▶ Accounts Payable Reminders
- ▶ Q&A: Accounts Payable
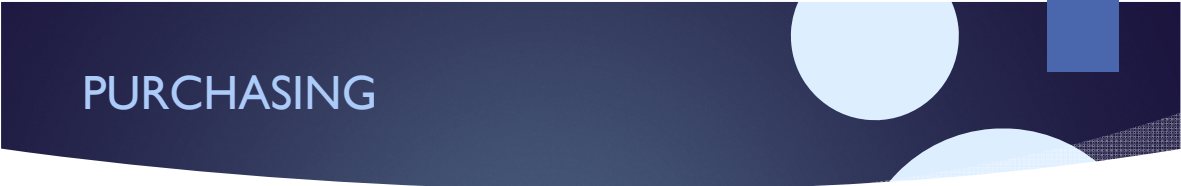- ▶ P-Card Reminders
- ▶ Q&A: P-Card

PURCHASING

PROCUREMENT USERS' GROUP
MEETING: OCTOBER 2020

PURCHASING

- Requisitions
- RFBs, RFIs, RFPs, RFQs
- Vendor Set Up/Maintenance

PURCHASING

The Requisition Process:

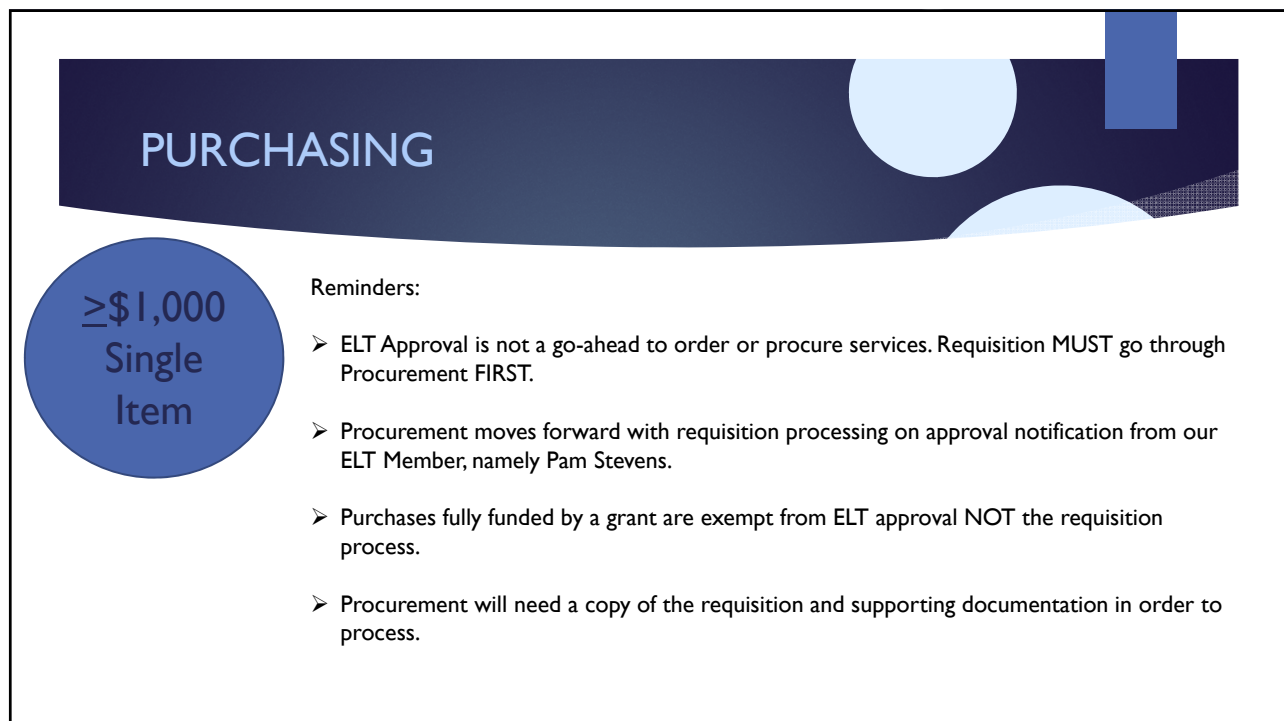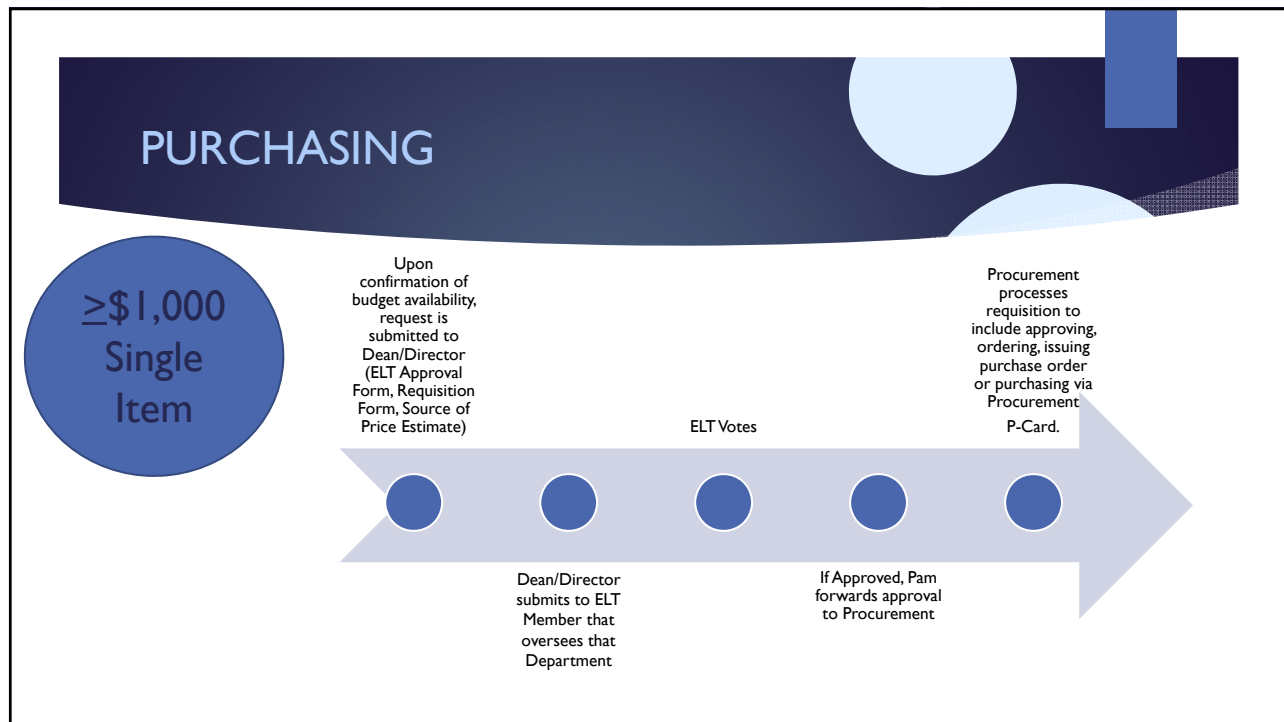Three purchasing scenarios in which you MUST have permission from Procurement (an approved requisition form) in order to procure the goods and/or services.
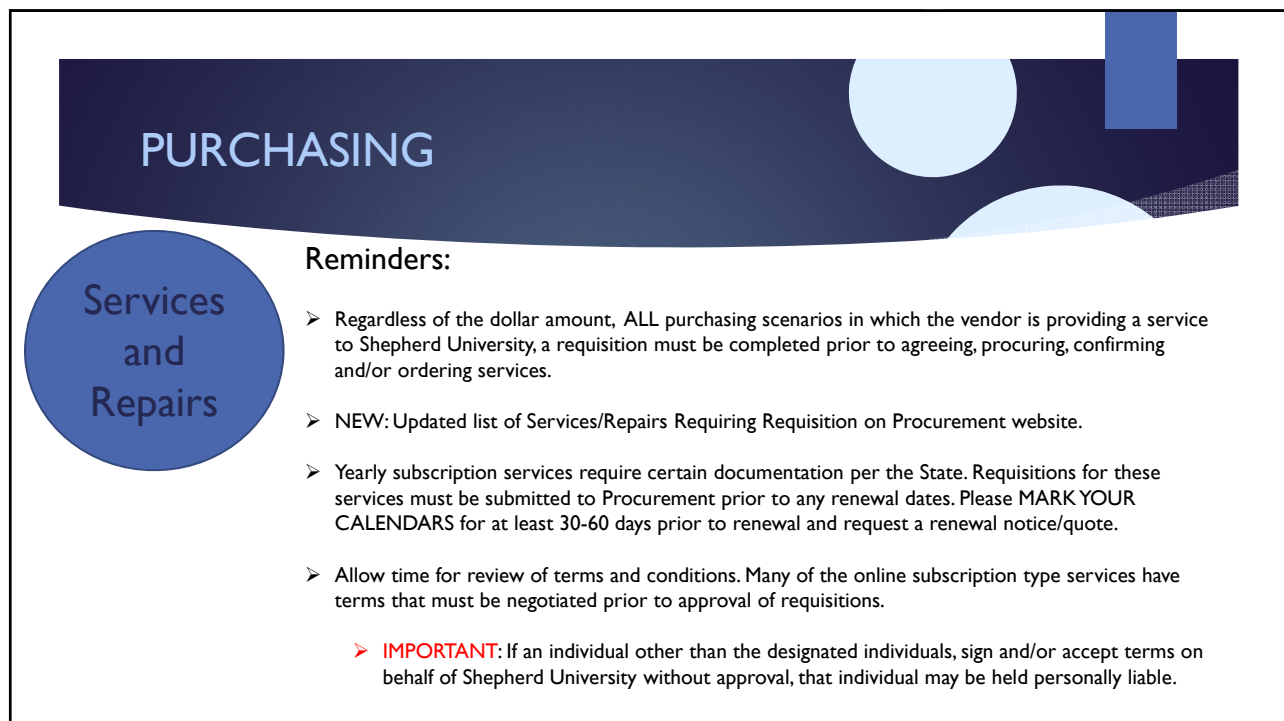
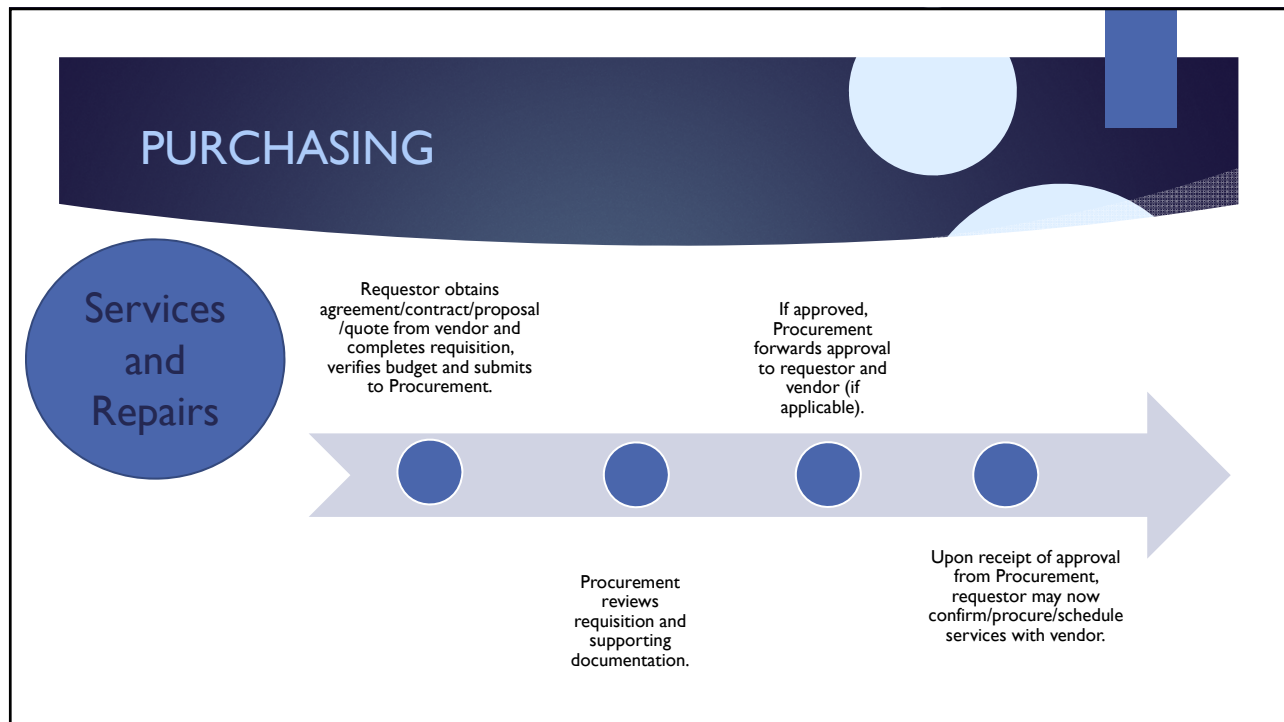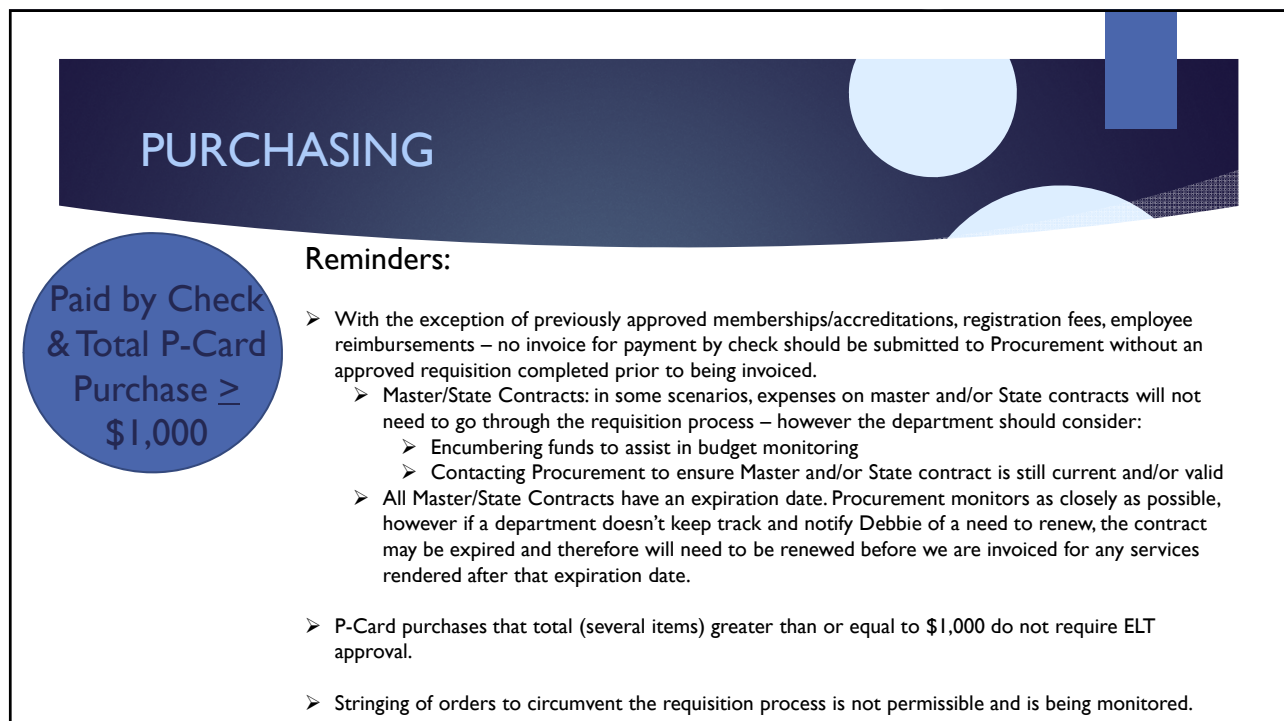# PURCHASING

≥$1,000 Single Item

Services and Repairs

Paid by Check & Total P-Card Purchase ≥ $1,000

PURCHASING

≥$1,000 Single Item

Upon confirmation of budget availability, request is submitted to Dean/Director (ELT Approval Form, Requisition Form, Source of Price Estimate)

ELT Votes

Procurement processes requisition to include approving, ordering, issuing purchase order or purchasing via Procurement P-Card.

Dean/Director submits to ELT Member that oversees that Department

If Approved, Pam forwards approval to Procurement

PURCHASING

≥$1,000 Single Item

Reminders:

➢ ELT Approval is not a go-ahead to order or procure services. Requisition MUST go through Procurement FIRST.

➢ Procurement moves forward with requisition processing on approval notification from our ELT Member, namely Pam Stevens.

➢ Purchases fully funded by a grant are exempt from ELT approval NOT the requisition process.

➢ Procurement will need a copy of the requisition and supporting documentation in order to process.

PURCHASING

Services and Repairs

Requestor obtains agreement/contract/proposal/quote from vendor and completes requisition, verifies budget and submits to Procurement.

If approved, Procurement forwards approval to requestor and vendor (if applicable).

Procurement reviews requisition and supporting documentation.

Upon receipt of approval from Procurement, requestor may now confirm/procure/schedule services with vendor.

PURCHASING

Services and Repairs

Reminders:

➢ Regardless of the dollar amount, ALL purchasing scenarios in which the vendor is providing a service to Shepherd University, a requisition must be completed prior to agreeing, procuring, confirming and/or ordering services.

➢ NEW: Updated list of Services/Repairs Requiring Requisition on Procurement website.

➢ Yearly subscription services require certain documentation per the State. Requisitions for these services must be submitted to Procurement prior to any renewal dates. Please MARK YOUR CALENDARS for at least 30-60 days prior to renewal and request a renewal notice/quote.

➢ Allow time for review of terms and conditions. Many of the online subscription type services have terms that must be negotiated prior to approval of requisitions.

  ➢ IMPORTANT: If an individual other than the designated individuals, sign and/or accept terms on behalf of Shepherd University without approval, that individual may be held personally liable.

PURCHASING

Paid by Check & Total P-Card Purchase ≥ $1,000

Requestor obtains agreement/contract/proposal/quote/shopping cart from vendor and completes requisition, verifies budget and submits to Procurement.

Procurement reviews requisition and supporting documentation.

If approved, Procurement forwards approval to requestor and vendor (if applicable). If over the departmental P-Card's limit, Procurement will purchase.

Upon receipt of approval from Procurement, if utilizing departmental P-Card, requestor may now purchase items with departmental P-Card.

PURCHASING

Paid by Check & Total P-Card Purchase ≥ $1,000

Reminders:

➢ With the exception of previously approved memberships/accreditations, registration fees, employee reimbursements – no invoice for payment by check should be submitted to Procurement without an approved requisition completed prior to being invoiced.

  ➢ Master/State Contracts: in some scenarios, expenses on master and/or State contracts will not need to go through the requisition process – however the department should consider:

    ➢ Encumbering funds to assist in budget monitoring
    ➢ Contacting Procurement to ensure Master and/or State contract is still current and/or valid

  ➢ All Master/State Contracts have an expiration date. Procurement monitors as closely as possible, however if a department doesn't keep track and notify Debbie of a need to renew, the contract may be expired and therefore will need to be renewed before we are invoiced for any services rendered after that expiration date.

➢ P-Card purchases that total (several items) greater than or equal to $1,000 do not require ELT approval.

➢ Stringing of orders to circumvent the requisition process is not permissible and is being monitored.

PURCHASING

The Blanket Requisition

➢ Will you have several payments to the same vendor for the same type of service throughout a fiscal year?

➢ Will your spending with that vendor be a fixed price or based on prior fiscal year spending?

If yes – consider completing a blanket requisition!

Benefits of the blanket requisition:
➢ Complete the requisition once up to your designated not-to-exceed amount.
➢ Make as many purchases without going through the requisition process for the services approved on that requisition up to that designated not-to-exceed amount.

PURCHASING

The Blanket Requisition

Examples of services to put on blanket requisitions:

➢ Printing
  ➢ Business Cards
  ➢ Nametags (Cawley)
  ➢ Flyers/Brochures/Promotional Materials

➢ Monthly Computer Services/Online Subscriptions

➢ Document Shredding

➢ Repairs

PURCHASING

The Requisition Process

Reminders:

The requirement for a requisition is not driven by the account code, it is driven by the 3 scenarios mentioned.

PURCHASING

The Requisition Process

Reminders: Account Codes

Computers under $1,000 = 7GH161
Computer $1,000 or more = 7BH163
Equipment under $1,000 = 7GH167
Equipment $1,000 or more = 7BH167

PURCHASING

The Requisition Process

Reminders: Budget
➢ Check your budgets prior to submitting the requisition!
  ➢ If there is a budget change that has been submitted, let us know!
  ➢ If there is some special circumstances regarding the budget, let us know!

➢ Expenses to be paid by check: Funds are encumbered in Banner in the Commitments.

➢ P-Card expenses are not encumbered in Banner, but are considered (especially blanket requisitions).

➢ Quarterly audits are being conducted to determine what requisitions are still outstanding and/or fully expended.

PURCHASING

The Requisition Process

Reminders: Documentation
➢ NEW! New version of the requisition is available on the Procurement website.
  ➢ Includes Business Purpose section.
  ➢ Remember ALL requisition forms must be marked either Standard (payment will be by check) OR P-Card.

➢ If your quotes/proposals are expired, a new quote will be needed or verification from the vendor in writing that pricing is still valid.

➢ Quotes should not include sales tax. Requisition will be reduced by the tax amount and a Tax Exemption Certificate will be attached to approval.

PURCHASING

The Requisition Process

Reminders: Submission Requirements

➢ Only send requisitions to purchasereq@shepherd.edu. No invoices or travel should be submitted to this address.

➢ Will accept requisitions electronically. If submitting electronically, do not need to submit through interoffice mail.

➢ Documents that **must be** originals:
  ➢ W9s with a SSN used as the tax identification number.

➢ Will accept original versions of vendor agreements, signed quotes/proposals, renewal forms and/or contracts if available. (Please note with your requisition submission that the original is being submitted via interoffice mail. <u>Do not need to send the requisition again</u>.)

➢ All signatures must be either actual printed signatures (signed with ink and then scanned) or digital signatures. Cannot just be printed font.

PURCHASING

The Requisition Process

Reminders: Procurement Processing
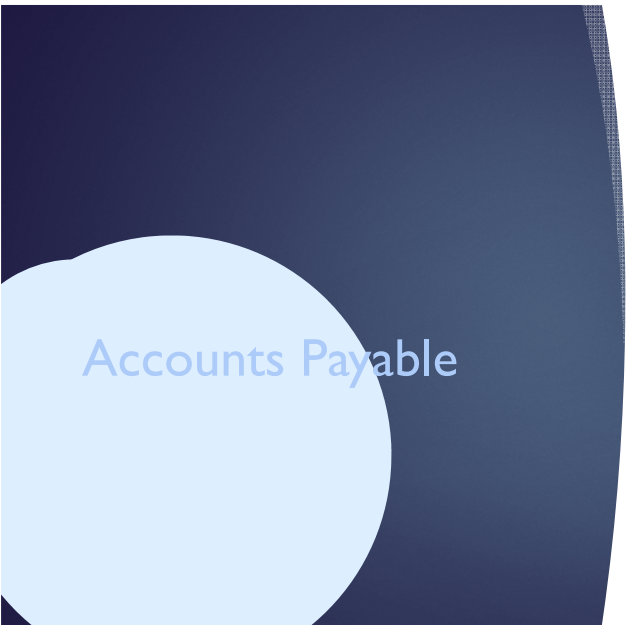
➢ Requisition processing time is between 5 to 7 business days. May be longer if terms and conditions need to be negotiated.

➢ With every approval email sent, a copy of the approved requisition and information regarding how the payment against the requisition will be made is given. Please follow those instructions.
  ➢ Referencing Encumbrance and/or Purchase Order Number on invoice.
  ➢ Submitting invoice to Procurement upon receipt.
  ➢ Attaching a copy of the approved requisition (an approved requisition is a requisition that includes a Procurement signature on the Authorized Agent signature line) to the P-Card transaction during the reconciliation process.

PURCHASING

Questions?

Accounts Payable

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Accounts Payable

▶ Invoices to be paid by Procurement
  ▶ Either by check or P-Card

▶ Employee Reimbursements

Accounts Payable

Reminders

➤ All invoices must be signed approving for payment indicating that the goods and/or services were received according to what was agreed upon.

  ➤ We have to stamp over your signature with a certification stamp. Please sign in a location that allows room for the stamp.

Invoice Received Date ___/___/___
Merchandise Received Date ___/___/___
I hereby certify that the items listed hereon have been received and are approved for payment.

➤ Receiving Reports are only required for expenses charged to certain account codes. The date on the Receiving Report should be the actual date the items were received.

➤ Please be sure you are using the most recent version of the Employee Reimbursement Form and the Vendor Invoice Form found on our website.
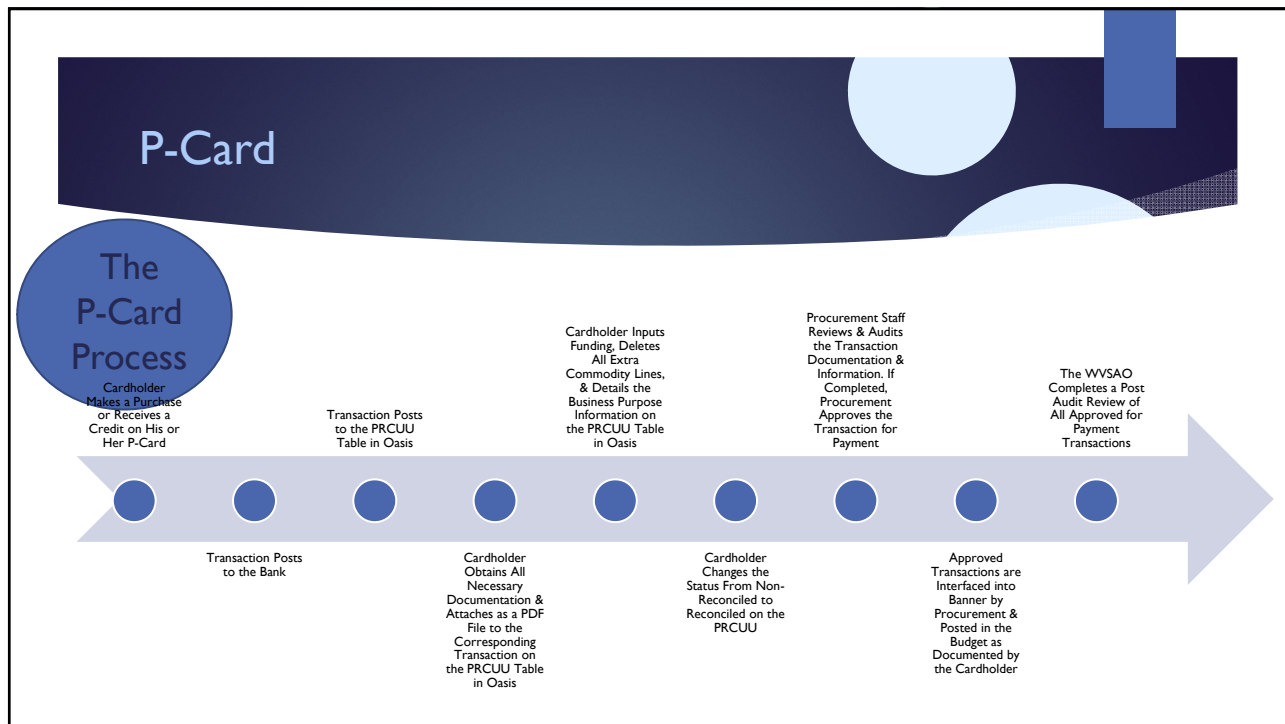
Accounts Payable

Questions?

P-Card

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P-Card

The P-Card Process

Cardholder Makes a Purchase or Receives a Credit on His or Her P-Card

Transaction Posts to the Bank

Transaction Posts to the PRCUU Table in Oasis

Cardholder Obtains All Necessary Documentation & Attaches as a PDF File to the Corresponding Transaction on the PRCUU Table in Oasis

Cardholder Inputs Funding, Deletes All Extra Commodity Lines, & Details the Business Purpose Information on the PRCUU Table in Oasis

Cardholder Changes the Status From Non-Reconciled to Reconciled on the PRCUU

Procurement Staff Reviews & Audits the Transaction Documentation & Information. If Completed, Procurement Approves the Transaction for Payment

Approved Transactions are Interfaced into Banner by Procurement & Posted in the Budget as Documented by the Cardholder

The WVSAO Completes a Post Audit Review of All Approved for Payment Transactions

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P-Card

Reminders: Documentation

- The *Paid Receipt*
  - P-Card Documentation MUST include a paid receipt. This document will indicate that there is no amount owed and money has "exchanged hands".
    - Credit Card xxxx Charged $
    - VISA Charged $
    - Balance Due: $0
    - Transactional Receipt
  - This can accompany an itemized invoice.

- Receiving Documentation
  - DO NOT complete the Receiver field in Oasis if you have not received and/or have not verified the receipt of the items.
  - DO NOT write received and a date if you have not received and/or have not verified the receipt of the items.
    - If items not received at time of reconciliation, we are close to due date, enter into comments: "Items not received as of…. Expected receipt…."
  - The Received Date needs to be changed to the actual date the items were received.

P-Card

Reminders: Documentation

Cardholders are responsible for attaching the approved version of the requisition to their transaction.

P-Card

Reminders: Use Your Resources

[Quick Reference Guides](#) on our website will assist you in acing your P-Card purchases and reconciliation every time!

P-Card

Questions?