

PURCHASE PROCESS

5 Basic Types of Purchase Requisite (PR)

1. Invoice Attached
 - Item has been ordered and received
 - Receipt is attached to back of PR
2. Check Enclosed
 - Example: memberships, conferences, hotels, certain small businesses
 - Basic information that is required and must be attached to the PR: it must be printed either from the web site or was sent by the company – this cannot be hand written:
 - Company name
 - Remittance address
 - Total expenditure
 - Reason for check
3. Confirming
 - Generally an order < \$5,000
 - Contact Purchasing for details – but if the specific company to be used is not on a state mandated list then a sole source document is created
 - Department places order and waits for item
 - Both of the following proofs are needed for payment and can come from Receiving or the department
 - Original invoice
 - Receiving information
4. Requisition
 - Generally an order > \$5,000
 - Purchasing will place these orders
 - Usually involves bidding process from companies
5. Open Order
 - Example: contracts; vendors which items will be ordered from constantly throughout the year, such as Allwater; Book Store - Accounts Payable does not handle Book Store open orders - they do their own books and the charges occur at the time of purchase – so nothing else is needed from Accounts Payable
 - Needs Receiver Form & Invoice after an Order to Pay has been signed

- If the invoice is sent directly to Materials Science, it is signed and dated, which indicates it is OK to pay, and sent to Accounts Payable
- If the invoice is sent directly to Accounts Payable, a Partial Payment document will be attached and sent to the Materials Science for a budget signature and date; the documents are then sent back to Accounts Payable

NOTE: Due to compatibility issues, all orders for computers, software and hardware must go through the IT department prior to ordering or purchasing items. *Please contact the IT department for specific information.*

Steps Taken for PR Creation

1. PRs are created using Purchasing Express
2. PRs sent to Accounts Payable must have:
 - a. Date stamp
 - b. Budget # determines distribution for next steps
 - c. PR is distributed and checked for:
 - i. Correct budget #
 - ii. Limitations
 - iii. Qualifications
 - iv. Contract
 - v. Scope
 - d. Sign off - in Purchasing Express
3. PRs sent to Purchasing are:
 - a. Entered into system
 - b. Date stamped
 - c. Signed off - in Purchasing Express
4. PRs are sent back to Accounts Payable for payment:
 - a. Types 1, 2 & 5 are paid immediately
 - b. Types 3 & 4 wait for documentation:
 - i. Invoice
 - ii. Receiver Form