

PURCHASING & PROCUREMENT

Policy

It is the policy of the University's Purchasing Department to procure goods and services for campus users in accordance with University guidelines. In performing its duties, the Purchasing Department shall conduct itself in a manner to ensure that its methods are fair and equitable and that the funds allocated by the University are spent efficiently and effectively. Competition is recognized as part of a free and open economy and shall be at the heart of all Purchasing Department Purchasing actions.

Purchasing authority is delegated to the Purchasing Department. The Purchasing Department has the exclusive responsibility for authorizing purchases from Vendors for all supplies, materials and or services on behalf of Saint Augustine's University.

Procedures

The Purchasing function is to provide an effective Purchasing structure and support that is in the best operational interests of both individual departments and the University as a whole; to deliver solutions; to be valued as Purchasing consultants; and to emphasize customer service, involvement with and have consideration for customer requirements. The Purchasing Department is located in the Hunter Building, Room 10.

These procedures are for general use by University personnel. They are not intended to inform the general University population of the technical and/or legal requirements of Saint Augustine's University's Purchasing & Procurement Department ("Purchasing Department") in such technical processes as contracts, bidding procedures, etc. In some instances, departments must furnish technical data to ensure that the department receives satisfactory materials to accomplish its intended purposes and mission(s). Accordingly, users of the policies and procedures have an obligation to check with Purchasing at all times to ensure that any information contained herein is current. Purchasing will initiate and distribute any changes in policies and procedures contained herein resulting from University or legal changes without notice to departments. These policies and procedures have been made as simple as possible and meet the requirements of Saint Augustine's University to adopted good business practice.

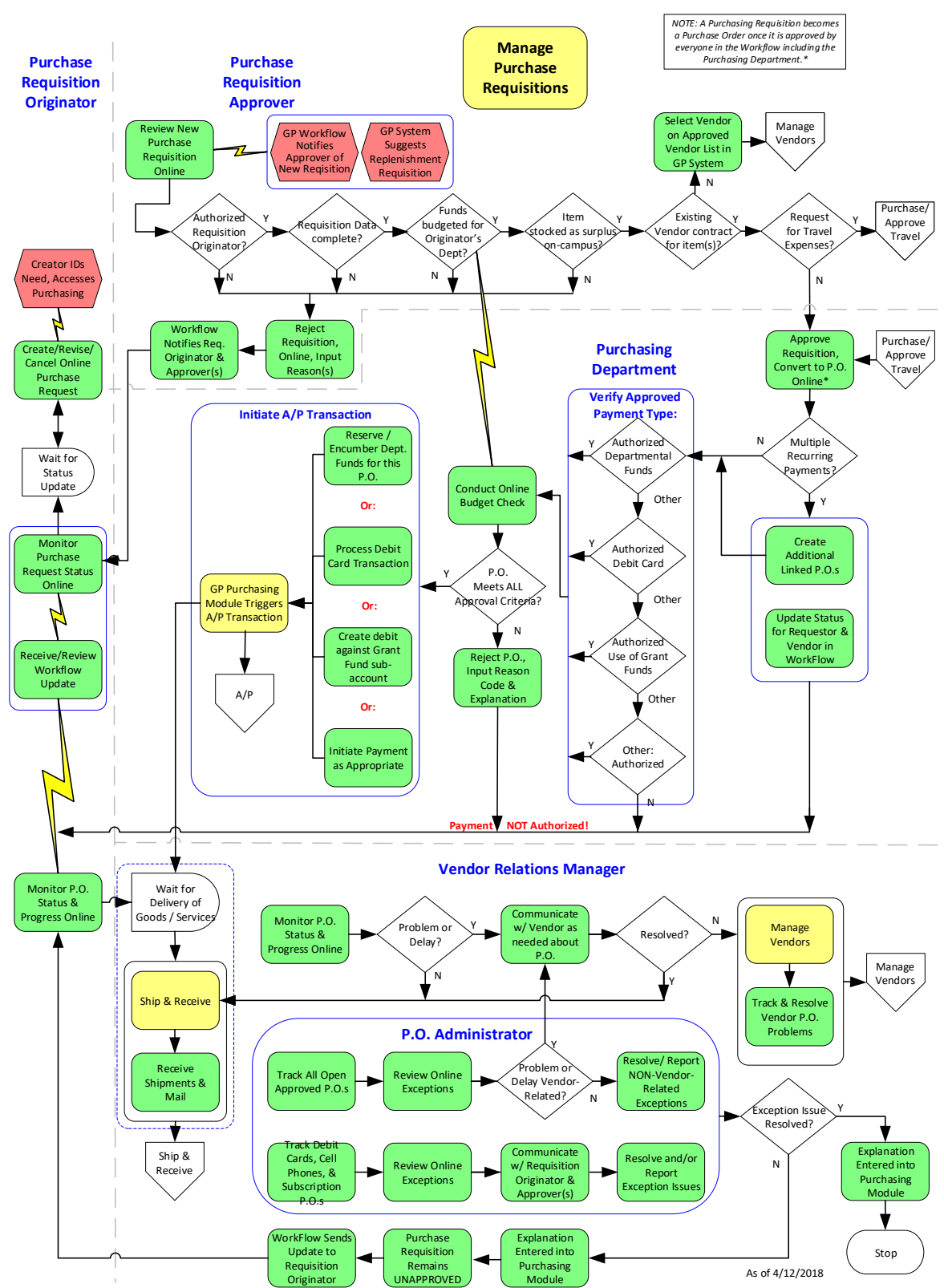
These procedures are meant to cover most cases involving Purchasing for Saint Augustine's University, and are generally consistent with those of similar University institutions of higher education. All savings, including cash discounts, achieved by combining purchases, using buying power of the University as a whole, or in developing larger quantities per order by the cooperation of any department, as well as with other institutions, will benefit the departmental or project Budget which provides the funds for the purchase. Standardization and simplification of products and procedures may also result in substantial and repetitive savings to the individual department Budget.

NOTE: Appendices B.04.a (Originators) and B.04.b (Approvers) contain detailed Microsoft Dynamics GP ("Great Plains") Purchasing module screen shots and step-by-step User procedures.

Please see the following page for a process decomposition diagram depicting all the functional processes that are in scope for Purchasing and Procurement.

SAU Processes





Creating a Purchase Requisition

A Purchase Requisition is the online source screen in Great Plains for initiating all transactions for procurement of goods, supplies, and services within the University. The individual submitting the Purchase Requisition, known as the "Purchase Requisition Originator", shall complete information required on the Purchase Requisition. In order for the Purchase Requisition to be approved and converted into a Purchase Order, it must have Budget approval and funds available prior to any expenditure. No purchasing is to occur without a Purchase Order (except in circumstances where absolutely necessary, i.e. credit cards). When funds are approved for a Purchase Requisition from a specific Budget, they are "encumbered" by the Purchasing module, which means they are set aside or "earmarked" for that expenditure.

Originators

Please refer to the desktop procedures on how to electronically complete and submit a Purchase Requisition to the Purchasing Department.

Purchase Requisition fields for completion include:

- 1) **Date:** Submission date of requisition
- 2) **Required Date:** Date the item or service is needed by
- 3) **Requested By:** Requestor's user name
- 4) **DEPT:** Department Code (Followed by two zeros, 00)
- 5) **Description:** General description of line items to be entered (Detailed comments are encouraged within the Comment ID field)
- 6) **Ship-To Address:** Fixed to SAU address

Purchase Requisition details are included in the "Line Items by Order Entered" section of the requisition. This section will have the following fields for completion for each line item:

- 1) **Description:** General description of the line item (Detailed comments are encouraged within the Comment ID field)
- 2) **Quantity Ordered:** The number of units to be ordered for the line item
- 3) **Unit Cost:** An approximate researched value for a single unit of the line item (Subject to change by the purchasing department)
- 4) **Vendor ID:** All originators will populate "AAA" in this field. The Vendor ID will be determined by the purchasing department.
- 5) **Account:** Respective department's chart of account's number
- 6) **Shipping Method:** Desired shipping speed/type (Consider additional costs)
- 7) **Ship-To Address:** Fixed to SAU address
- 8) **Required Date:** Date the item or service is needed by (This field may default to a previously entered date)
- 9) **Requested By:** Requestor's user name (This field must match the previously entered Requisition ID)

NOTE: Comments are not required to complete a Purchase Requisition but are heavily encouraged by the purchasing department for more efficient and accurate processing. Additionally, the Purchasing Department reserves the right to alter some details of the requisition. Such as the designated budget code, unit cost, vendor ID, or shipping address.

Approval Process for Online Purchase Requisitions

University approval levels and rules for the purchase of goods and services on behalf of Saint Augustine's University have been established and set up online in Purchasing module commensurate with the fiscal accountability represented by the purchase and geared toward:

1. Expediting university purchases;
2. Allowing accounting/budget controls to work;
3. Placing accountability at the departmental level in accordance with good accounting/budgetary principles.

Approvers

Please refer to the desktop procedures on how to electronically review and approve a Purchase Requisition that has already been submitted to the Purchasing Department.

The Department Head and Area Vice President authorized to commit budgeted funds are prompted with notifications by the Purchasing module via Workflow to review and approve any new or changed Purchase Requisitions. Grant funds are subject to approval by the Department Head, Area Vice Presidents, and the office of Contracts and Grants.

- | | |
|-------------------------|---|
| 1. Department Head: | Supervisor of Purchase Requisition Originator |
| 2. Area Vice President: | Supervisor of Purchase Requisition Originator |
| 3. Budget Approval | Vice President of Department |
| 4. P.O. Approver: | Purchasing Officer |

NOTE: Sponsored Programs Purchase Requisitions require additional approval from the Principal Investigator (PI) and the Director of Sponsored Programs.

Approval Hierarchy for Purchase Requisitions, Including Vendor Invoices

The President does not have approval authority over any Purchase Requisition for any reason whatsoever: that would represent management override of internal controls in the eyes of the External Auditors. Therefore, there shall be no delegated approval authority by the President to anyone.

Likewise, no Board member in any capacity shall act as a Requisition Approver. The Requisition approval tree is established and implemented to preclude the possibility of management override of internal controls. The internal control is that each Requisition Originator has an approval tree up the chain of command through which Great Plains workflow takes the online paperless requisition.

Therefore, the CFO cannot approve his/her own Requisition: The Chief of Staff is the Final Approver for anything initiated by the CFO for his/her own Purchase Requisitions. For all other Purchase Requisitions, the CFO is the Final Approver, including Vendor Invoices.

NOTE: It is by design, and by agreement of the President, that the President be removed from any opportunity to appear to, or in fact, override anything - student admissions, student accounts, purchase requisitions, etc.

The CFO shall be the Final Approver for all Purchase Requisitions, including Vendor invoices. After each Requisition has been reviewed and approved by the appropriate Level One and Level Two Approvers, (for Vendor Invoices the second level Approver is the Chief of Staff), a Great Plains Workflow e-mail prompting Final Approval will be sent to the CFO's e-mail address.

The CFO or CFO Designee will then proactively access the Great Plains Purchasing System to grant Final Approval for all such Purchase Requisitions, including Vendor Invoices. Should the CFO choose to issue a delegation letter to a person on his/her staff who will approve on his/her behalf below a certain threshold, then that delegation letter needs to be created and signed by the CFO, the original filed in the CFO's office, and a copy kept by that person to whom approval authority has been delegated. The External Auditors will want to see that letter and test that control, if implemented. For example, the CFO might choose to delegate approval authority based on dollar amounts of Requisitions, as follows:

- Dollar Amounts Under \$5,000: CFO Designee(s) may approve
- Dollar Amounts Over \$5,000: CFO MUST provide Final Approval for payment

NOTE: The President and Board of Trustees have NO signing authority, as that would represent a risk of Management Overrides to the University's External Auditors.

Approving Authority for Certain Actions

The Chief Financial Officer for Business & Administration shall be the approving authority for the following actions only when substantial written justification is submitted and upon recommendation by the Director of Purchasing:

1. Best-value vendor selection
 - a. Best value procurement is a decision methodology that looks at factors other than price when selecting Vendors. Such as quality or expertise.
2. Sole source/proprietary purchase
 - b. To be considered a sole source, and therefore exempt from the competitive bid process, one of the following conditions must be met:
 - i. The actual product or service needed is the only one that will meet the department/school's need and it can only be purchased from one source (manufacturer or distributor)
 - ii. The product or service must match or be compatible with current equipment or services
 - iii. Product needed is specifically required for use in conjunction with grant or contract
 - iv. Service needed is controlled or mandated by the local utility or government
 - v. Contract is for professional or artistic services
 - vi. Order is being placed against an existing contract or agreement
 - vii. Re-order based on previous bids or analysis (within one year). Must attach an electronic copy of the previous bid
 - viii. An unusual or compelling urgency exists
3. Emergency purchases
 - c. Immediate compliance with Building Codes and Permits
 - d. Occupational Health & Safety situation requiring immediate action
 - e. Replacement Parts on equipment necessary for continuing research, construction, or operations

4. Exceeded Budget Approvals
 - a. Any requisition that results in an exceeded budget allocation must obtain additional approval from the CFO. A detailed explanation of why the requisition needs to be filled and why the Budget was exceeded is necessary
5. Shipping Address Change
 - b. Any originator submitting a requisition and wants to change the shipping address must explain why in the comments section of the requisition.

Budget transfers are **NOT** permitted. No department may reallocate funds to other budget or department codes. This is necessary for the University's fiscal responsibility to track and maintain expenses as budgeted for the fiscal year. To consider future Budget adjustments, a historical log of reasons a budget was exceeded is necessary.

Approval Limitations

Pursuant to these policies and procedures, the following purchases are not included, and shall be expressly subject to the approval of the University President or his/her designees:

1. Purchase or lease of real property
2. Purchase or lease of data processing equipment
3. Purchase of insurance
4. Purchase of professional and/or consultative services
5. Purchase of capital outlay projects from any fund source

Purchase Requisition Timeliness

Business & Administration consistently makes a best effort to provide a 4 business-day maximum turnaround on all online Approved Purchase Requisitions. **APPROVED** as defined by the Purchasing Department includes:

1. All necessary electronic approval signatures input online to Purchasing Module
2. Supporting scanned documentation-quotes (NO INVOICES) provided by Vendor have been input online to the Purchase Requisition in Purchasing module
3. Purchasing has reviewed the online completed Purchase Requisition and it has been accepted (Approved) as an Approved Purchase Order in the Purchasing module
4. Final Purchase Order Approval in the form of an online electronic signature has been received from the Purchasing Director's Office.
5. All necessary supporting documentation has been scanned and input online to the Purchasing module with reasonable justification; and no additional information and/or documentation is required to complete processing after it has been received in the Accounting Department.

A Purchase Requisition will be issued and sent to the Vendor when all above criteria are met.

Supporting Documentation Requirements

For Purchase Requisitions that exceed \$1,000 - 3 Quotes must be obtained. A bidding process requires 3 quotes with their respective source documentation. Each source documentation must include vendor name, address, website (If available), and the list of specific materials or services quoted

1. For Purchase Requisitions that involve the purchase of technology equipment and exceed \$500, a review must be performed by SAU's IT Department to ensure it meets the needs of the Originator and does not constitute an excessive cost to the University. In such cases, IT approval must be obtained and attached to the Purchase Requisition.
2. For Purchase Requisitions that involve the payment of University Credit Card balances, an expense report with copies of receipts must be submitted electronically (scanned / uploaded) with the online Purchase Requisition.
3. For Purchase Requisitions that result in a Budget being exceeded, a detailed explanation of why the requisition is absolutely necessary and why the budget was exceeded is necessary in the "Comments" field of the Purchase Requisition screen.
4. For Purchase Requisitions that include services to be provided by personnel not employed by the University, the Purchasing Department must first obtain an indication from Human Resources (HR) that an employment eligibility (Form I-9) has been verified for each of the vendor's personnel who will be performing the service(s). A comments field is part of the Purchase Requisition screen and should be used to indicate that a Form I-9 has been requested and/or received. Purchasing will indicate that a valid I-9 is on file with HR.

***** Any documents with sensitive personal information (i.e., Social Security number) are not permitted to be attached to Purchase Requisitions in the Great Plains Workflow *****

NOTE: HR must indicate receipt of I-9 in Great Plains.

No vendor invoices should ever be attached to the Purchase Requisitions. All Vendors should be informed to mail the original invoices to the Accounts Payable Office. (Note: If the invoice is not billed to the Accounts Payable office and/or if any other employee's name is on the invoice, the denoted employee will be liable for the payment of the invoice.)

[Conflict of Interest in Purchasing](#)

No officer or employee of the Purchasing Department, any department head, or any project head of the University charged with the responsibility of initiating Purchase Requisitions shall accept or receive directly or indirectly from any person, firm, or corporation to whom any contract for the purchase of materials, supplies, transportation or equipment for Saint Augustine's University, may be rewarded by rebate, gifts, or otherwise any money or anything of value whatsoever, or any promise, obligation, or contract for future rewards or compensation.

[Unauthorized Purchases](#)

The Purchasing Department has the exclusive responsibility for making all purchase contracts entered into for the University except for employment contracts and education consultant agreements.

Official authorization from the Purchasing Department must be issued prior to the purchasing of any goods, commodities, or services utilizing University controlled funds; the University accepts no responsibility for any purchasing made that is not in accordance with this policy. Those purchases become the personal financial responsibility of the individual making and/or authorizing the unauthorized purchase. All purchases made with University funds are solely the property of the University and remain so until consumed or disposed of; no purchases should be made for the sole benefit of an Employee.

The University is not obligated AND WILL NOT PAY for purchases that have bypassed normal

Purchasing procedures (i.e., Purchase Requisition process) to include after-the fact purchases. After-the-fact purchases may or may not be ratified at the discretion of the Manager of Purchasing.

NOTE: Please see and use the following memorandum in such instances, to notify any vendors attempting to invoice SAU for unauthorized Purchase Orders.

Memorandum

TO: [Vendor Name]
FROM: Saint Augustine's University Purchasing Department
CC: Purchasing Director, CFO
RE: Vendor Payment Requested for UNAPPROVED Purchase Order
DATE:

The Purchasing Department has received several Purchase Requisitions from your office for Payment on invoices for services rendered without prior approval. It is mandated that all financial obligations on behalf of the University receive necessary approval *prior* to the service being rendered (i.e., Purchase Requisition process) to eliminate the initiator's personal financial responsibility.

University Policy States:

"The Saint Augustine's University Purchasing Department has the exclusive responsibility for making all purchase contracts entered into for the University except for employment contracts and education consultant agreements. Official authorization from the Saint Augustine's University Purchasing Department must be issued prior to the Purchasing of any good, commodity or service utilizing University controlled funds; the University accepts no responsibility for any procurements made contra of this policy and they become the personal financial responsibility of the individual making and/or authorizing the unauthorized purchase.

The University is not obligated for purchases that have not gone through normal Purchasing procedures (i.e., Purchase Requisition Process) to include after-the-fact purchases."

Your attention to this matter is greatly appreciated to alleviate any personal liability. Thanks in advance, and please do not hesitate to contact the Purchasing Department at 919-516-4065 should you have any questions or concerns.

Encumbrance of Funds

Funds required to support departmental purchases are encumbered whenever a Purchase Requisition is issued to the Vendor. These funds will remain encumbered until the check is issued to the Vendor. Funds that are encumbered cannot be used for any other purpose. When the requisition is filled (partial or whole), items or services that have been received will be deducted from the Budget to calculate the remaining balance. Encumbered funds cannot be used for any other purpose. For example: When the Purchasing Department receives a Purchase Requisition, they will decrease the value of your purchased items from the designated Budget.

Open Purchase Requisitions

Open Purchase Requisitions may be used (where appropriate) to accommodate recurring/repeat purchases of such items over an extended period of time. An "open" Purchase Requisition is an order issued to a Vendor against which multiple purchases may be made. When repeated purchases of the same type of supply item are expected, submitting one Purchase Requisition may eliminate multiple Purchase Requisitions that establish an open order situation. A new Purchase Requisition must be issued for each fiscal year. Goods and commodities cannot be shipped against any order beyond the fiscal year indicated, nor can materials be shipped in excess of the dollar amount, without authorization from the Purchasing Department through a change order.

Changes to Purchase Requisitions

When a Purchase Requisition is submitted to the Vendor by the Purchasing Department based on acceptable terms and conditions, the Purchase Requisition becomes a binding contract and cannot be broken by either party as long as both parties live up to the terms and conditions of the agreement. To break or cancel the contract requires the consent of both parties. When a Purchase Requisition is submitted to a Vendor but is not in accordance with the terms and conditions, which were previously offered by the Vendor, it does not become a binding contract until the Purchase Requisition is acknowledged and accepted by the Vendor in writing. Changes to Purchase Requisitions already accepted by Vendors must be requested by the Purchasing Department. Most Vendors are amenable to make reasonable changes to a requisition without penalty to the purchaser. If proper procedures are followed to change the Purchase Requisition, the Purchase Requisition number will remain the same. If not, this will incur additional time to process the initial request.

University departments should contact the Purchasing Department if a change or cancellation is required on a Purchase Requisition that has already been submitted. Changes should be requested on a new Purchase Requisition and must be authorized and approved accordingly. An Approved Modification of an existing Purchase Requisition authorized by the Purchasing Department is the only way to modify a Purchase Requisition.

NOTE: The process to change/modify or delete a Purchase Requisition previously submitted is to contact the Purchasing Department and have them void the Purchase Requisition, and then have the Purchasing Department open a new Purchasing Requisition.

Revision to Order Quantities

The Purchasing Department shall check Purchase Requisitions against the need and may revise quantities or quality in accordance with the University Purchasing policy and good business practice; the fundamental responsibility of the originator is to fill the need, not necessarily to make a purchase exactly as requested. Significant deviations will be discussed with the user and pertinent factors cooperatively considered.

Economical Order Quantities

When an order is placed, the quantity shall be that which results in the lowest total cost to the University, including the cost of carrying the merchandise in stock as well as its Purchasing costs.

Price Inquiry by Departments

Individual departments may wish to secure "inquiry" price quotations on items they are considering to purchase. It should be understood; however, that price quotations, regardless of source, may not be acceptable to the Purchasing Department for actual use at the time of purchase due to time lapse, quantity changes, or inadequate information. Be sure to allow sufficient time for the Purchasing Department to obtain prices, place the order, and receive shipment.

Purchase of Office Supplies and Equipment

Office supplies and equipment must be purchased in accordance with applicable contracts and the Purchasing process. Contact the Purchasing Department if you have a pressing need or emergency.

Purchase of Subscriptions and Periodicals

Subscriptions and periodicals used for and directly related to official University business or function(s) may be ordered for University departments and offices through the Purchase Requisition process. All subscription purchases from University administered funds must be mailed to the University business address.

Correspondence with Vendors

Following the transmittal of a Purchase Requisition to a Vendor, all correspondence in connection with the fulfillment of the order or contract is to be handled by the Purchasing Department.

Solicitations by Salesmen

Solicitations by salespersons are permissible, but only the Purchasing Department has the authority to enter into a sales agreement with any salesperson. However, since policy requires that purchases of supplies and materials be obtained by competitive bidding, solicitation of business by salespersons may be of little value to the salesperson. All salespersons should sign in at the Purchasing Department at the appointed time before visiting with other departments. Salespersons are encouraged to visit University departments to keep the departments informed of new items being introduced and to assist departments by providing information on various technical aspects of products. It is not permissible for a University department to receive material consignment, pending issuance of an approved Purchase Requisition. Receipt of equipment for demo purposes is permissible provided no obligation is made to the vendor to purchase the equipment. Insurance for the safety of equipment on demonstration must be borne by the vendor.

University personnel having a need to contact sales representatives for a particular brand name of product should contact the Purchasing Department for assistance. Sales representatives contacting University personnel without being scheduled through the Purchasing Department should be encouraged to contact the Purchasing Department. When sales representatives possess information concerning new products of special value, they will be referred to the appropriate offices.

Contracts and Agreements

All contracts and agreements will conform to the following guidelines:

1. All agreements and contracts involving or related to the purchase or lease of real property, data processing equipment, capital outlay projects, shall be expressly subject to the approval of the Chief Financial Officer.
2. No agreement of any nature which requires the expenditure of funds shall extend beyond the end of the fiscal year in which it is entered into unless expressly subject to the condition that the University shall have the right to terminate the agreement at the end of any fiscal year in the event that sufficient funds are not appropriated by the budget for continuation of the agreement.
3. No agreement of any nature shall be entered into which:
 - a. Provide for the indemnify or hold harmless any other party
 - b. Provide for the Payment of taxes of any nature
 - c. Provide for the Payment of interest, late charges, or penalties of any nature.
 - d. Contain any provision concerning default, commencement, legal proceedings, or payment of attorney's fees
4. All agreements, contracts, and subcontracts shall contain all necessary nondiscrimination requirements provided by Federal or State laws and regulations.
5. No contract for purchase of materials, supplies, equipment, or services shall be awarded pursuant to these procedures, unless funds have been appropriated and are available for the purchases.

Utility Contracts

The University shall purchase or contract for all telephone, electric, gas, power, and other services for which a rate for the use thereof has been established by a public authority in such manner that is the best interest of Saint Augustine's University. Each such purchase or contract shall be made on a competitive basis, whenever possible, unless it has been determined that such purchase is a single source.

Vendor Selection

Potential Vendors are selected for their ability to serve the need of the University in the most economical and efficient manner possible on a continuing basis. Past performance of Vendors and cooperation with Saint Augustine's University are important factors in vendor selection. The buying power of the University must be concentrated as much as possible with selected Vendors to attain the maximum advantages of price and service. Many Vendors have secured important shares of University business on the basis of negotiated contracts, price, and exceptional service demonstrated repeatedly over long periods of time. Please use this website address in order to receive the State of North Carolina quotes: <http://www.doa.State.nc.us/PandC>. Online training is available at this web address.

Basic instructions on how to access website:

1. Enter website address <http://www.doa.State.nc.us/PandC/>
2. Under Term Contracts, select the down arrow to Term Contracts and Awarded Vendors
3. Click Term Contract Purchasing & Engineering Section
4. Select the down arrow beside Term Contract Search Option

5. Search by Keyword (Alpha listing of term contracts) or
6. Search by Category (Table listing of commodities to view contracts in a specific category)
7. Depress the category or link of item to view Specifies:
 - a. Contract Number
 - b. Order Minimums
 - c. Delivery and Pricing Information
 - d. Awarded Vendors/Contractors
 - e. Substitutions (if applicable)

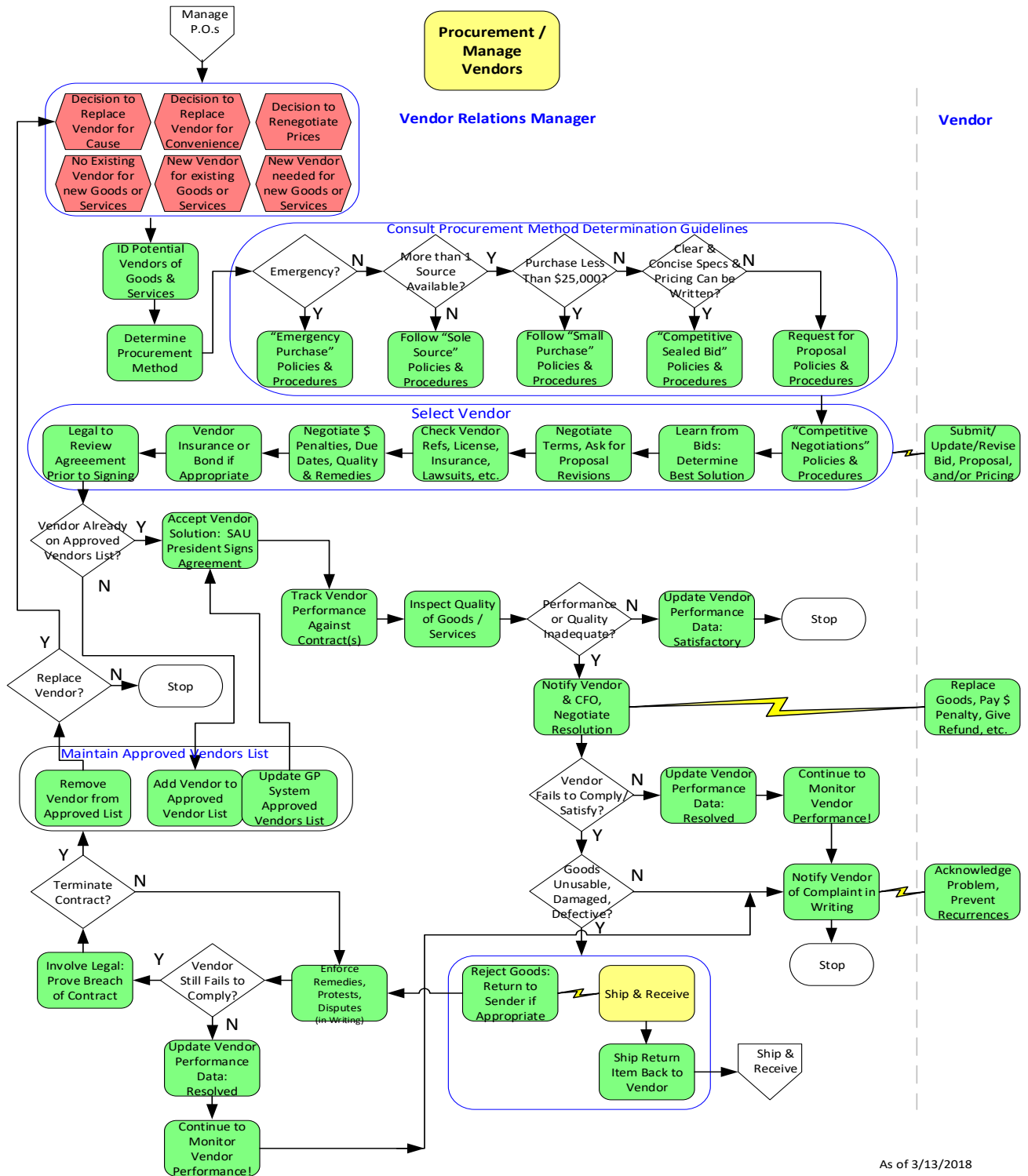
Pool or Cooperative Buying

The University will participate in cooperative or pool buying when it is judged to be advantageous.

Examples are:

- Annual bid for scientific equipment and supplies
- Annual contract for stock forms and paper
- Annual contract for automobiles, etc.
- Contracts with Educational and Institutional Services

The following process flow diagram depicts how Procurement manages its vendor relationships, including vendor performance:



Establishment of Current Prices

The Purchasing Department remains aware of current prices through study of published price lists, price information available from salesmen, or published market data. If the price cannot be determined from such sources, the proper price is established through negotiation or competitive bid.

Using Shipping & Receiving

All commodities ordered (excluding services) for Saint Augustine's University must be processed through the Shipping & Receiving Department. Vendors are instructed to deliver items to Saint Augustine's' University Central Shipping and Receiving Department located behind the MLK Student Union in an external trailer. The SAU Inventory Storage Location is the old Campus Store.

Please refer to the Shipping & Receiving section for Inventory Management policies and procedures.

Equipment – Purchase, Rent, or Lease

The purchase of used equipment is strongly discouraged and will be approved on a case-by-case basis.

Equipment rentals (as opposed to the purchase of the equipment) must be approved through Business & Administration. If equipment is to be required on a continual basis, it is generally more economical to purchase. All requests for renting or leasing equipment therefore should be forwarded to the Purchasing Department for processing.

No University departments or personnel are permitted to lease out SAU-owned equipment. Using SAU equipment for personal gain constitutes a violation of this policy and may result in termination.

Selection of Major Equipment

The selection of major equipment shall be considered on the basis of economy in operation, productivity, compatibility, quality, dependability, saving in time or labor costs, and durability, so that the net result will be increased efficiently at the lowest net cost.

Equipment Maintenance

Certain items of equipment to the maximum extent practical, will be covered by service contracts in order to assure continuing efficient operation. Maintenance or general-use equipment such as computer equipment is in this category. For this type of equipment, service can be obtained by submitting a Purchase Requisition to the Purchasing Department. Other equipment such as electronic microscopes, ultra-centrifuges, and other highly specialized scientific equipment also should be maintained under service contracts. Departments shall submit a Purchase Requisition for annual contracts to the Purchasing Department.

Non-Travel Use of University Credit Cards

The University recognizes the need for credit cards in those circumstances where it must be used in order to do business. The use of personal cards is not permitted. Therefore, a University credit card must be requested from the Purchasing Department via a Purchase Requisition. If approved, the Requisition Originator is required to submit a monthly expense report reconciling all expenses to the account balance via a Purchase Requisition. This is the only method in which the University will make a payment on the associated account. Any personal expenses and/or expenses made with a University credit card that should have been made via a Purchase Requisition per the policies and procedures, will not be reimbursed on the account and is the sole responsibility of the card owner.

Policy Violations / Disciplinary Actions

Any infraction of the SAU Purchasing policies will immediately trigger a notification to the Purchasing Director, Comptroller, and CFO. Corrective disciplinary action will be taken immediately to address any related infractions and may include immediate dismissal/termination.

NOTE: Appendices B.04.a (Originators) and B.04.b (Approvers) contain detailed MS Great Plains Purchasing screen shots and step-by-step User procedures.

Originator Instructions

The following section is an overview of what is contained in the detailed Appendices.

Purchase Order Approval Workflow

Saint Augustine's University uses Great Plains to process its Workflow approval and to facilitate business controls for purchasing. Purchase Requisitions must be approved before invoicing for or receiving goods/services.

Multiple Approvers are required with this process. When a Purchase Requisition is ready to be approved, Approvers can be notified using Microsoft Office Outlook, Great Plains, or SharePoint that it is time to review a Purchase Requisition and to submit approval.

The Purchase Order Approval Process is initiated when an Originator navigates to the Purchase Requisition Screen.

- Open the Purchase Requisition Entry Screen from the Home Page of the Purchasing module. (Purchasing>>Transactions>>Purchase Requisition)

The most efficient way to navigate through the screen is to tab to the cells to enter data.

Header Section of Requisition Screen

- A sequential Purchase Requisition Number will appear when you navigate to the screen. The magnifying glass icon allows you to select from a list of attached documents. The yellow paper icon allows you to attach documents as support for the requisition (do not attach invoices in the Purchase Requisition screen).

- Enter a description/title for this requisition. A description is not required by the originator, but it is very helpful to include this information.
- The Comment ID label will change to Doc Attached. The magnifying glass will be used to make a selection from a list of comments that have been entered as the requisition passes through the workflow process.
Select the yellow paper icon if you wish to view comments about the requisition.

Select the arrow to enter comments. These comments will follow the requisition through the approval process for all to view.
- **Tab** to Ship-To Address. A Ship-To Address is not required by the Originator. This cell should be left blank and will be predefined. Ship-To Address will be chosen by the Purchasing Department.
- The date should default to the current date if you are initiating a new Requisition.
- **Tab** to Required Date. This is the date the Requisition is due.
- Enter your Log-in ID in the Requested by cell, which is first initial and last name.
- Enter your 5-digit department code.
- Enter your Department Name. The title in this cell will be changed from User-Defined 2 to DEPT NAME.

[Line Item Order Entry Section of Requisition Screen](#)

- On Line 1, the Description for the Line Item is not required by the Originator, but it is very helpful to include this information.
- The Unit of Measure will be fixed to show MAIN as the Site ID.
- Enter the Quantity Ordered.
- Enter the Unit Co Saint
- The extended cost will populate automatically when you tab to the next cell.
- Enter the Item Description.
- The Site ID will be fixed to show MAIN as the Site ID.
- Use the magnifying glass to select “AAA” as the default vendor.
- Only your department’s account information is available for selection when you search to find the proper account number.

- Shipping Method is not a required cell by the originator. This cell can be left empty by the Originator. Purchasing will enter this information.
- The Comment ID will be changed to “Doc Attached”
- The Required Date relates ONLY to this line item being purchased, not to other line items in the same Requisition.
- Requested-By Date relates ONLY to this line item being purchased. Enter the Log-in ID or first initial and last name of the Originator.
- Enter the Freight amount here if it relates to the entire Purchase Requisition.
- The Tax amount is calculated on the entire Purchase Requisition, NOT on a line-by-line basis. This amount can be adjusted if non-taxed items are included in the Purchase Requisition.

Previous < **Next** > These buttons allow you to advance to the next line item or move to the previous line item in the current requisition.

[Related User Manuals](#)

- Microsoft Dynamics GP, Requisition Management
- Microsoft Dynamics GP, Purchase Order Processing

Save	Actions	AA	Submit	View History	View	File	Print	Tools	Help	Add Note
Actions			Workflow		View	File		Tools	Help	

PO REQ1 [Workflow Not Activated]

Requisition Number	REQ000000000000001	Date	3/19/2018
Description		Required Date	03192018
Comment ID		Requested By	ehicks
Ship To Address		DEPT	31400
		User-Defined 2	

Line Items by Order Entered						
Line	Item Number	U of M	Quantity Ordered	Unit Cost	Extended Cost	
1	COPY PAPER	Each	6	\$0.00	\$0.00	
			*	*		

Account	*	- - -		Freight	\$0.00
Currency ID				Tax	\$0.00
Shipping Method	*			Status:	New
Ship To Address	*			Line Defined 1	31400
Comment ID				Line Defined 2	
Required Date		3/19/2018		<input type="button" value="Previous"/> <input type="button" value="Next"/>	
Requested By		ehicks			

Total	\$0.00
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Not all information needed for purchase has been entered. Information needed for the purchase is marked with an asterisk.

Requisition Number
Status
Saved