

Purchasing and Accounts Payable

How Can We Help You?

What A Purchase Order Means to You

- A Purchase Order is a legal instrument which expresses the buyer's part of a contract of sale. Once accepted, it is a legal contract.
- A Purchase Order protects Utica College when buying goods and services.
- Allows us to track an order

Deciding What to Buy

- ◉ We can help you find what you need. We have many resources such as catalogs, websites, past experiences or we'll do some research for you.
- ◉ State contract pricing is available for many items:
<http://www.ogs.state.ny.us/purchase/SearchBrowse.asp>

Do I Have to Get Other Quotes?

- Any Purchase over \$1,000 is required to have 3 verbal quotes.
- Any Purchase over \$5,000 is required to have 3 written quotes. All quotes are to be sent with the requisition to be kept on file for the Auditors.
- For complex purchases contact Bobbi Smorol x3017 she can help you write an RFP (Request for Proposal).

Creating a Purchase Order

- ◉ The Wrong Way!

Placing an order first and then sending a requisition to Purchasing is like putting the "Cart before the horse".



Creating a Purchase Order

- The Right Way!

Sending a Requisition to Purchasing before ordering goods and services is like winning a blue ribbon!



Requisitions

- All Requisitions are now done in banner including reimbursements.
- There are a few exceptions to this rule for example, when you use the Wal Mart or Staples card you attach the receipt to a paper req. and send it to us for payment.
- If you are using a new vendor you can fill out a vendor ID request form. This can be found on the Purchasing website.
- Complete information when entering a req. is essential, including accurate account numbers, instructions on where you would like the check to be sent, detailed description of goods, etc.
- All substantiating paperwork as required.
- Prepayment requires a copy of the order, contract or a memo to show prepayment is required.
- If you need a PO right away please call us first.
- All travel, registrations, UC credit Card payments etc. go to General Accounting.

Once a PO is Created

- The Original PO is sent to the vendor
- The Receiving Copy is sent to you. Upon receipt of the goods which includes making sure the order is correct, sign and return receiving copy. This is the authorization for us to pay the invoice. Prepayment requires immediate return of the receiving copy.
- The File Copy is sent to you after the invoice is paid showing all charges.

Types of PO's

- Purchase Order-A fixed amount which is paid after receipt and acceptance of goods.
- Open Order- A fixed amount which is to be paid in installments over a finite period of time.
- Recurring Order-A variable amount which is paid out monthly such as utilities, credit cards, etc.
- Blanket PO-Covers many different purchases throughout a specified term.

Paying the Bills

- Once the Receiving Copy is returned to Purchasing, we will match it to the invoice for payment.
- If the invoice varies more than \$100 from the PO, we will send it to you for approval to pay.
- Please allow 3-5 business days to process payment.
- AP Checks are run on Tuesdays and Thursdays.
- Student Refund checks are run on Wednesdays and Fridays.
- Please allow ample time in receiving checks greater than \$5,000 as these need double signature.
- For a reimbursement please send itemized receipts, we cannot issue a check without them.
- For reimbursements under \$10, we will give you money from our petty cash, attach receipts to requisition.

W-9

- A W-9 is used to determine if the vendor is to receive a 1099 at the end of each year.
- UC is required to report payments to any vendor that is not incorporated and has received \$600 or more from UC in a calendar year
- The W-9 should be attached to the requisition
- Payment will not be made without a signed W-9

Tax Exempt

- ◉ Utica College is exempt from paying all New York State Sales Tax and Federal Excise Tax.
- ◉ Contact Purchasing prior to buying to get an exemption certificate.
- ◉ We cannot reimburse sales tax.

But It's My Money!

- Utica College allows only expenditures that support the College's Strategic Initiatives
- UC will contribute \$100.00 dollars to retirement parties only. Contributions, flowers, etc. cannot be paid out of college funds.
- If you have any question if something is going to be allowed or not, please call us first.

Local Purchasing

- ◉ We have the following Credit Cards: Walmart and Staples which you can sign out at our office.
- ◉ BJ's-We have a membership card. You must have a check, cash or UC cc to purchase there.
- ◉ Home Depot and Lowes-you must be on their list of authorized purchasers. Many people from facilities are on the list.

Local Purchasing Cont'd

- ◉ Many local business will accept our PO. If you need a detailed list give us a call.
- ◉ Restaurants- Symeon's, Bella Cucina, Delmonico's, Chesterfield's, Hook Line and Sinker, Thornberry's etc.
- ◉ When dining at any of these restaurants please take a tax exempt certificate with you and give them your business card so we know where to apply payment.
- ◉ Give us a call to see if we can set up an account where you need one.

Office Supplies and the Bookstore

- Staple's ordering is done online at www.stapleslink.com there is a \$30.00 minimum order.
- For Hummel's ordering fill out a paper requisition, make sure you include the item #, name of item and page #.
- If you need assistance with either of these call Diana Owen x3128 and she will be happy to assist you.
- When you go to the Bookstore, take a paper requisition with you. They will attach the receipt and send it to us for payment at the end of each month.

Diana X3128



UPS

- UPS is done online at www.campusship.ups.com
- If you haven't already been authorized to use this system or have general questions contact Stacey Phillips x3718 she will be more than happy to assist you.
- Ground packages get dropped off at the mail room and overnight packages get dropped off in the UPS box near the le bistro.
- We no longer use the red UPS shipping tickets.
- You can track your own shipments on the website above. Just enter in the tracking #.

Dupli & General Stores

- UC Stationary, Business Cards and Envelopes are ordered through www.duplionline.com
- If you haven't been authorized to use this system or have general questions contact Stacey Phillips x3718.
- General Stores now only carries items such as appointment books, logo items, generic stationery etc. see handout.

Stacey X3718

