

Umpqua Community College Purchasing Process Approval is required prior to placing an order
 Unauthorized purchases may result in a personal obligation for the individual making the commitment

For new vendors, obtain W-9 and forward to Purchasing

Open Purchase Order

for recurring monthly, or quarterly charges; establishes encumbrance against budget ex. Utility bills, rent, recurring supplies; contractual agreements with vendor requiring regular payments

Regular Purchase Order

non-recurring vendors, suppliers or service providers; provides pre-approval prior to placing an order ex. Department needs to order a chair for an office

Direct Pay

employee reimbursements, vendor payments based on contractual arrangement that were approved by the President or CFO. PO is preferred.

Credit Card Purchases

Travel arrangements (after approval is obtained); supplies and incidentals only under certain circumstances, (e.g.: websites that don't accept POs, time critical purchases). Not to be used for Capital purchases, recurring expenses, or purchases associate with formal contracts.

Intended Use

Things to consider

Requests **\$10,000 - \$150,000** require 3 written quotations. Contact Purchasing Office. Submit documented quotes to Purchasing. Requests greater than **\$150,000** require formal competitive bidding (contact Purchasing to insure compliance).

Are all approvals obtained? Did contract go through CFO or President's approval? If Yes,

Not allowed for **equipment purchases¹** or payment for services; not intended for travel-related meals. All out of district travel must be approved.

Process description

1. Estimate annual expense based on historical pattern, contractual obligation

1. Department creates a PO based on a quote or estimate from vendor

1. Upload invoice with **Budget Approver's** signature, Index and Account Codes to Docuware for AP processing.

1. Place an order by the 25th of the month, submit credit card purchase summary form with original itemized receipts and copy of the monthly credit card statement for processing to AP. Obtain approval signature

2. Contact Purchasing with the request to open purchase order

2. PO goes through approval chain in Banner System

3. Purchasing Manager establishes a PO

3. Once PO is fully approved, department places order with vendor (provide PO# to vendor)

4. Open PO goes through approval chain

5. Approval is obtained through Banner system

6. Department places PO

7. When invoice arrives, department staff confirm receipt, inspect items and verify amount. Confirm PO# (if not on the invoice) and upload to Docuware for AP process. For final invoice, note "**Final**" so that AP can liquidate any remainder of the PO. Uploading to Docuware indicates that items were inspected, all services were received and any discrepancies or damage had been resolved. AP reviews invoice and routes it for approval prior to processing payment.

Note 1: Equipment is considered anything that has a useful life of 2 or more years. Ex, computers, fax machines, copiers, printers, etc.

Note 2: Regardless of payment method, all computer related purchases, (hardware, software, and accessories), must be reviewed by IT staff prior to purchase.