



WINSTON-SALEM
STATE UNIVERSITY

Finance & Administration

Basic Purchasing 101

Purchasing Services



**Finance &
Administration**

Mission

We strive to assist our customers to identify, select and acquire quality goods and services at competitive pricing.



Purchasing Services Website

Please visit our webpage to find helpful purchasing information such as:

- Forms
- Online Tutorials
- Vendor Registration
- Quick Links
- State Contract Vendors
- Purchasing Procedures, and more...



Agenda

1. What to Buy?
2. Obtaining Estimates/Quotations
3. Checking your Budget
4. Selecting a Vendor
5. How to Buy?
6. Department Responsibilities
7. Payments to Vendors
8. Q & A



What to Buy

What would you like to purchase?

Commodity:

A tangible product or good.

Service:

An intangible function provided, such as providing maintenance or repair.



Estimates / Quotes

Obtain an Estimate / Quote

- Itemized Listing of items/services and their costs.
- Tax should not be included
- Valid estimates/quotes are within 30 days
- Must be received via letter, email, or fax



How much does it cost?

Purchases for \$0 - \$4,999

Purchases for \$5,000 - \$24,999

Purchases for \$25,000 - \$250,000

Purchases for \$250,000 +



Check Your Budget 1st

You must have enough money in your Fund & Account to make a purchase, so you check to verify.

What is a Fund?

- A “Fund” is the 6 digit ID # assigned to your departments Budgets. All Budgets have a unique fund #. This applies to State, Trust, Grant, Agency, etc. budgets.

What is an Account?

- An “Account” is a 6-digit # assigned to a particular type of purchase (commodity or service).

Example:

- Housing Residence Life Budget
- Fund: 118003
- Account: 926000 (office supply line)



Check Your Budget 1st cont...

- Money can be “transferred” from one account line to another. This process is called a “Budget Transfer”.
- Budget Transfers allow you to move money from one account line to another, within the same fund.
- Contact the Budget Department to inquire about the Budget Transfer process.

BUDGET OFFICE 750-2790



Select a Vendor

1. Is your vendor registered with WSSU?

- Check FTMVEND in Banner. All vendors must have a banner # (940****) to do business with WSSU.
- Complete and submit the WSSU Vendor Registration Form.

2. Is your vendor on NC State Contract?

Visit North Carolina Department of Administration Procurement Homepage at the following site: <https://ncadmin.nc.gov/government-agencies/procurement>

3. Is your vendor registered with NC?

Visit State of North Carolina Electronic Vendor Portal System at the following site:

<https://evp.nc.gov/vendors/vendorsearchadvanceform/?id=31c30759-f328-ef11-840a-001dd806cd4d>



How To Buy

2 Methods

1. P-Card

or

2. Requisitions



Dollar Thresholds / Bidding

- **\$0 - \$2,500:** Use P-Card only for supplies, memberships/dues, and periodicals/subscriptions (except software) See “How To Buy”
 - or
- **\$0 - \$4,999:** Use Requisition. Must provide at least one quote.



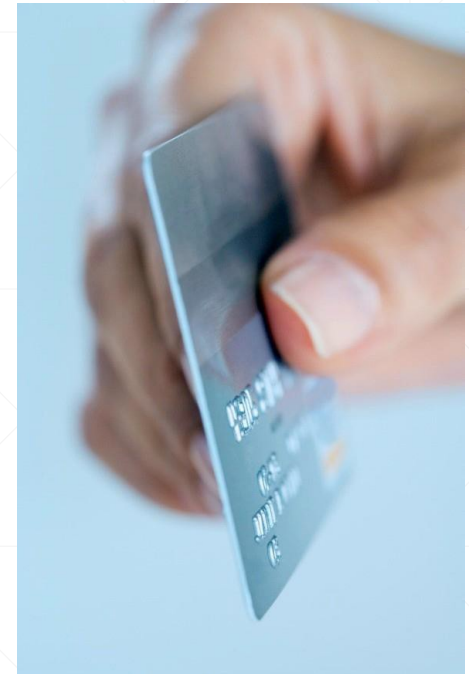
Dollar Thresholds / Bidding Cont....

- **\$5,000 – \$24,999:** Use Requisition. Informal bid for competition. 3 quotes required.
- **\$25,000 - \$250,000:** Use Requisition. Formal bid through Purchasing Services Department



P-Card

- All Single Transactions up to \$2,500
- Obtain goods/services from best source
(Use State Term Contract if applicable)
- Follow P-Card Procedures
- P-Card Reconciliation
 - Willa Dean Scott 750-2943



SU Express Requisitions

1. Obtain estimates/quotes
2. Check for Vendor in BANNER
3. Generate an Online Requisition in SU Express with complete specifications, attach quote(s)
4. Online Approval Process thru Workflow
5. Requisition submitted to Purchasing thru workflow for processing.



Processing Time for Requisitions

Purchases for \$0 - \$4,999

1-3 days from date assigned to Agent*

Purchases for \$5,000 - \$250,000

4-6 weeks from date assigned to Agent*

Purchases for \$250,000 +

60-90 days from date assigned to Agent*

* *Once ALL support documentation is received. * *



Requisitions to Purchase Orders

- Purchasing will review support documentation for accuracy.
- SU Express assigns a PO #, system forwards to the supplier.

A vendor shall not proceed with rendering services/delivering goods prior to receiving an authorized Purchase Order

Purchasing Services
750-2930



RECEIVING in Banner

1. Go to FOIDOCH
2. Obtain Purchase Order Number
3. Go to FPARCVD
4. Follow tutorial for Receiving in Banner

***** ALL physically received items (commodities/tangible goods) should be received in BANNER within 24 hours of receiving the good. *****

****Contact Receiving at 336-750-2776 for assistance****



Your Responsibilities.....

- It is the Departments responsibility to:
- Complete receiving in BANNER, for all commodities received. (services do not require receiving in banner)
- Sign Original Invoices and forward them to Accounts Payable. (make certain the Purchase order number is reflected on the invoice)



Payment to Vendors

1. If applicable, the department completes receiving in BANNER.
2. ALL Invoices should be forwarded to Accounts Payable
3. Accounts Payable approves for payment
4. Check is issued to the vendor
5. Vendor is paid for the product/service.

Accounts Payable 750-2742



CHECK REQUEST

Not Allowed

- Can only be used for emergencies and/or pressing needs, unless approved by Vice Chancellor / CFO.
 - EMERGENCY:
 - A situation which endanger lives, property, or the continuation of a vital program and
 - which can be rectified only by immediate on-the-spot purchase (or rental) of equipment, supplies, materials, printing, or contractual services.

Purchasing Services 750-2930



CHECK REQUEST Cont.

Not Allowed

- PRESSING NEED:
 - A need arising from unforeseen causes including, but not limited to, delay by
 - contractors, delay in transportation, breakdown in machinery, or unanticipated volume of work, and which can be rectified only by immediate on-the-spot purchase (or rental) of equipment, supplies, materials, printing, or contractual services.
- If check request is approved, contact Purchasing for further instructions for processing.

Purchasing Services 750-2930



Purchasing Authority

“ Purchasing Services primary authority is derived from **North Carolina General Statute 143-48 through 143-64**. The University is required to comply with all purchasing information contained in the above statutes. Violations of State purchasing laws and University purchasing policies and procedures can result in administrative action being taken against the offender.”

Purchases charged against University funds that are made contrary to policies as stated in this manual will be the personal responsibility of the individual placing the order.



Thank you for attending

Basic Purchasing 101

?Any Questions?

