

PURCHASING USER'S GUIDE

(For use by Northwest Employees)

October 2008

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PREFACE

This guide is intended as a desktop user's guide to basic Purchasing procedures at Northwest Missouri State University.

The Purchasing Department performs many functions that are established by the University and State Statutes. The major areas are:

Procurement (purchasing supplies and services)

Central Receiving (receiving and dispersing supplies)

Central Stores (source of basic office and educational supplies)

Moving Crew (delivering/relocating supplies, furniture, equipment, etc.)

Surplus (disposing of state property that is no longer viable)

Educational Services (cooperative buying)

Web site - <http://www.nwmissouri.edu/services/purchasing>

MISSION STATEMENT

PURCHASING DEPARTMENT

The objective of the Purchasing Department is to provide materials and services of the right quality, in the right quantity, at the right price, from the right source and at the right time.

This mission is accomplished through providing services for procurement of materials and services for both our internal and external customers; keeping inventory investment losses at an acceptable minimum; developing and maintaining reliable sources of supplies; developing and maintaining good vendor/public relationships; developing and maintaining support and integration with other departments and students; developing and training competent purchasing personnel; and developing policies and procedures to accomplish the objectives at the lowest acceptable cost through contracts and documented procedures in an efficient and effective manner while adhering to statutory mandates and recognized procurement practices.

SECTION I

PURCHASING GUIDELINES

A. PURCHASES UNDER \$3,000 (Except Items Referred to in D, E, F and G)

Description of Purchases:

“Supplies” which means: supplies, materials, equipment, contractual services and any and all articles or things.

Reminders: Supplies and services that are used repetitively throughout the year should be competitively bid and an “as needed” contract established with a vendor. Repetitive purchases for which the aggregate of all purchases exceeds \$2,999.99 during a fiscal year are not permissible.

Purchases shall not be split by issuing two or more orders to the same vendor or multiple vendors as a way to circumvent the \$3,000 bid limit.

Inherent in the delegation of procurement authority to departments is the expectation by University administration that appropriate paperwork and communication will occur between departments, the Purchasing Office, Central Receiving and Accounting. In the event that repeated breakdowns in communication and paperwork processes occur, individual employee performance will be evaluated.

Shopping Options

1. State and Local Contracts - Submit Purchase Requisition (PR) (Section II)
2. Central Stores – Refer to Central Stores, Section VII.
3. Pick Up
 - a. Blanket Order

When picking up supplies:

 - sign the charge ticket
 - write existing Purchase Order (PO) number on ticket
 - submit ticket to Accounting Office

Note: Accounting Office will match PO number on ticket to original order and pay vendor.
4. Departmental P-Card

When phoning in a order to a vendor:

 - give vendor your P-Card #
 - tell vendor to enter “**P-Card**” on packing slip, invoice and shipping label
 - give shipping address to vendor as follows:

Northwest Missouri State University
Central Receiving
West 16th & College Park Drive
_____/_____/_____
(Person) (Dept) (Building &Room)
Maryville, MO 64468

- Follow P-Card Procedures

Note: P-card purchases are exempt from sales tax like any other University purchase. Be sure to communicate this to the vendor/supplier. A copy of the sales tax exemption letter (see **Attachment A**) may be supplied to the vendor.

A departmental P-Card may be issued by the office of the Vice President for Finance and Support Services upon request.

5. Direct Expense Voucher (DEV)
Contact Controller's Office for procedures.

Typical uses of DEV are allocations to groups, ARA, athletic guarantees, professional fees, bookstore purchases, candidate travel, cash advances, commissions, consulting fees, contributions and donations, entertainers or guest speakers, farm labor, honorariums, hotel reservations, insurance expense, leasing – land and equipment, meals, medical (hospital, doctor, dentist), memberships and registrations, mileage, moving expenses, officials, photography, postage, prizes and awards, reimbursement or refund to individuals, restaurant purchases, short term loans, subscriptions, technical services, telephone (including cell phones) and utilities.

B. PURCHASES OF \$3,000 - \$24,999

Description of Purchases: “Supplies” which means: supplies, materials, equipment, contractual services and any and all articles or things.

Procedure: Create Purchase Requisition (PR) (Section II). The Purchasing Office will process the order from existing contract, or conduct a bid and process the order.

1. Special Instructions for Completing PR
 - Contact Person - The University person with whom Purchasing should work in developing the bid, approving award of items, and approving funds.
 - Date Required – Enter a realistic date.
 - Item Text - Description of items are required to allow Purchasing to know what is being purchased and to insure that the proper items are received. Include a generic name for the item (e.g. chair, wrench, etc.), a brand name if appropriate, a model number, size, color. If literature is available, forward to Purchasing.
 - Vendors - List at least three vendors to bid on the item. Include address, phone number and a contact person.

2. Bid Time Schedule

	Calendar Days
• Purchasing to do research and prepare bid document (Lack of specifications with PR will add calendar days.)	14
• Bid on street	14
• Bid opening	1
• Evaluation	5
• Recommendation of award	1
• Award	2
• Total	<hr/> 37 days

Note: If any of the following are required, it may add calendar days.

- Prebid conference
- Holidays
- Buyer's work load
- State of Missouri processing on non-delegated supplies

C. **PURCHASES \$25,000 AND ABOVE (Advertising Required)**

Description of Purchases: "Supplies" which means: supplies, materials, equipment, contractual services and any and all articles or things.

Procedure: Submit Purchase Requisition (PR) (Section II). The Purchasing Office will process the order from existing contract or conduct a bid and process the order.

1. Special Instructions for Completing PR

- Contact Person - The University person with whom Purchasing should work in developing the bid, approving award of items and approving funds.
- Date Required – Enter a realistic date.
- Item Text - Description of items are required to allow Purchasing to know what is being purchased and to insure that the proper items are received. Include a generic name for the item (e.g. chair, wrench, etc.), a brand name if appropriate, a model number, size, color. If literature is available, forward to Purchasing.
- Vendors - List at least three vendors to bid on the item. Include address, phone number and a contact person.

2. PR's for Advertising

Advertisement must be run in two daily newspapers of general circulation in such places as are most likely to reach prospective bidders. The advertising must run for

one day, preferably before or at the time the bid documents are ready to be mailed to prospective bidders. Approximate costs for the most frequently used newspapers are:

- Kansas City Star \$140.00
- Maryville Daily Forum \$ 40.00
- Springfield News Leader \$190.00
- St. Joseph News Press \$108.00
- St. Louis Post Dispatch \$ 75.00

3. Bid Time Schedule

	Calendar Days
• Purchasing to do research and prepare bid document (Lack of specifications with PR will add calendar days.)	14
• Advertisement	1
• Bid on street	14
• Bid opening	1
• Evaluation	5
• Recommendation of award	1
• Award	2
• Total	<hr style="width: 10%; margin: 0 auto;"/> 38 days

Note: If any of the following are required, it may add calendar days.

- Prebid conference
- Holidays
- Board of Regents approval
- Buyer's work load
- State of Missouri processing on non-delegated commodities/services

D. PURCHASES INVOLVING CONTRACTED LABOR/INSTALLATION

Prevailing Wage: All projects for construction, maintenance and repair must pay no less than the prevailing hourly rate of wages as determined by the Department of Labor and Industrial Relations and must comply with the requirements for the current Annual Wage Orders as stipulated in Chapter 290 RSMo.

1. Special Instructions for Completing Purchase Requisition (PR)

- Contact Person - The University person with whom Purchasing should work in developing the bid, approving award of items and approving funds.
- Date Required – Enter a realistic date.
- Item Text - Descriptions of project should include scope of work, technical specifications, alternates, drawings or sketches, special conditions, etc.

- Vendors - List at least three vendors to bid on the project. Include address, phone number and a contact person.

2. PR's for Advertising

If the project equals \$25,000 or more, a minimum of two (2) PR's for advertising must be submitted to Purchasing. The advertisements should run before or at the time the bid document is ready to be mailed to prospective bidders.

Projects \$25,000 - \$99,000

Maryville Daily Forum	\$ 40.00 x 2 days = \$ 80.00
KC Starr	\$140.00 x 2 days = \$ 280.00

Projects \$100,000 & Above

Maryville Daily Forum	\$ 40.00 x 2 days = \$ 80.00
KC Star	\$140.00 x 1 day = \$ 140.00

Approximate cost for Optionals:

St. Joseph News Press	\$108.00 x 1 day = \$ 108.00
Springfield News Leader	\$189.31 x 1 day = \$ 189.31
St. Louis Post Dispatch	\$200.00 x 1 day = \$ 200.00

3. Bid Time Schedule - after bid document has been prepared

Calendar Days

• Advertisement and bid on street	2
• Prebid to bid opening	14
• Bid opening to recommendation (summary & bid tabulation)	5
• Board of Regents approval to notice of award	1
• Notice of award to notice to proceed	12
• Notice to proceed to mobilization	10
• TOTAL	44 Days

This time schedule begins after the bid document has been prepared.

E. COMPUTER EQUIPMENT AND SOFTWARE

It is important to maintain University wide compatibility of computer equipment and software.

The Vice President for Information Systems and Computing Services must approve all computer equipment and software purchases prior to procurement.

F. PRINTING/PUBLICATION REQUIREMENTS

It is the policy of Northwest Missouri State University that all printing requirements be processed through and approved by the Office of Publications.

1. The Department:
 - a. Notify Publications of their printing project
 - b. Publications will give an estimate
 - c. Prepare a Purchase Requisition (PR) on Banner:
 - Location where supplies are to be delivered (person/building/room)
 - Date required (be realistic)
 - Description (e.g. envelope, brochure, calendar, folder, etc.)
 - Quantity
 - d. Order will not be placed with vendor until Publications receives a PR#
2. Publications shall:
 - a. Work with Department to determine specific printing requirement
 - b. Provide vendor with PR#
 - Contract number
 - Description
 - ◆ Specific itemization from contract
 - Item #
 - Description (specific)
 - Item # cost
 - Quantity
 - Unit
 - Unit price
 - Total price
3. Purchasing:
 - a. Verify information on PR against referenced contract
 - b. Fax copy of PR to Central Receiving
4. The Vendor:
 - a. Do printing requirement
 - b. Deliver printed supplies to Central Receiving
 - c. Submit invoice to Accounting Department
5. Central Receiving:
 - a. Check supplies in against the PR
 - b. Give supplies to movers to deliver to Department
7. Final Process:
 - a. Accounting will submit a copy of the invoice to Publications for approval
 - b. Publications sends invoice to Purchasing
 - c. Purchasing transfers as PO for payment
 - d. Accounting processes for payment

G. PURCHASING EXCEPTIONS REGARDLESS OF DOLLAR AMOUNT

Departments do not have the authority to procure the items listed below because of legislative or administrative policies. In all cases, these procurements must be referred to the Purchasing Office for processing.

- supplies available on current statewide and local contracts unless other arrangements are specifically allowed by the contract terms
- computer equipment and software (must be approved by Vice President for Information Systems and Computing Services)
- telecommunications hardware, software and supplies (must be approved by Vice President for Information Systems and Computing Services)
- copy machines (must be approved by Supervisor, Mail/Copy Center)
- microform machines
- Missouri Vocational Enterprises supplies
- printing (must be approved by the Office of Publications)
- vehicles (must be approved by Vice President for Finance & Support Service)
- insurance (must be approved by the Vice President for Finance & Support Service)
- single feasible (sole) source of purchases \$3,000 and above
- construction - includes construction, renovation, improvement, enlargement, alteration, painting and major repairs (must be approved by University Architect, Sustainability Coordinator and Vice President for Finance & Support Services)
- disposition of surplus property including trade-in

H. EXPENSE ACCOUNT CODES

Definition: Expense account code is a four-digit extension to an account number used to categorized expenditures. General categories for these codes are:

7151-7169 Operations

7602-7623 Equipment purchases (\$1,000 and above)

(Items purchased with a value of \$1,000.00 and above with a life expectancy greater then one year. These items will be property control tagged by Central Receiving.)

7602-7638 Capital Expenditures

7690 Library Acquisitions

Listings of account codes may be obtained from the Controller's Office.

I. EXEMPTION FROM MISSOURI SALES TAX

The State of Missouri letter on the Exemption from Missouri Sales and Use Tax on Purchases states:

“Purchases by your organization are not subject to sales or use tax, if within the conduct of your organization's exempt functions and activities. When purchasing with this exemption, furnish all sellers or vendors a copy of this letter. With the exception of materials paid for by construction contractors under section 144.062 RSMO., all purchases must be directly paid for from funds of the organization. This exemption may not be used by individuals making personal purchases.

A contractor may purchase and pay for construction materials exempt from sales tax when fulfilling a contract with your organization only if your organization issues a project exemption certificate and the contractor makes purchases in compliance with the provisions of section 144.062, RSMO.”

See **Attachment A** for a copy of the tax-exempt letter.

J. UNIVERSITY PURCHASING AUTHORITY

Northwest Missouri State University has no purchasing power through the state's statutes or the constitution. Purchasing authority is granted by the State of Missouri, Office of Administration, Division of Purchasing, Materials Management. The University is expected to comply with these directives or be subject to loss of purchasing authority.

K. EMPLOYEE ORIENTATION

All employees that will have any responsibility for budgets or purchasing need to go through an orientation session with the Purchasing Department. Contact Purchasing for scheduling an orientation.

L. RECEIVING SUPPLIES

Supplies purchased with a Purchase Requisition/Order must be received by the University through the Central Receiving Department. Notify Purchasing if supplies are picked up or delivered directly to the department by the vendor.

M. UNIVERSITY BLANKET CONTRACTS FOR THE MARYVILLE AREA ONLY

The Purchasing Department establishes University blanket contracts for small dollar, repetitive supplies that may exceed \$2,999.99 within a year. Contracts are generally established with Maryville area vendors to guarantee a discount on current prices. The contract should be used for in-stock supplies on an as needed basis. Each contract is issued for a one-year period only.

Restrictions of contract:

1. A purchase order (PO) shall not exceed \$24,999.99.
2. No line item on an invoice shall exceed \$2,999.99 or be duplicated on an invoice. If a specific supply exceeds \$2,999.99, it must be bid by the Purchasing Department.

There are two ways to purchase from University blanket contracts:

1. Specific Order
 - a. Prepare a Purchase Requisition (PR) for specific supplies. No line item shall exceed \$2,999.99. The PR total shall not exceed \$24,999.99. Reference the contract number, the percent of discount, person who quoted price, whether being picked up or delivered to campus and special instructions or information.
 - b. After the Purchasing Department processes the PR to a PO, the department may pick up the supplies.
 - c. The vendor shall prepare an invoice referencing the PO number, showing line items, quantities, item costs, sub-totals, discounts and total.
 - d. Check the invoice to make sure discount has been applied. Sign the invoice with a readable signature. Obtain a copy of the invoice from the vendor.
 - e. Send the invoice to Accounting.
 - f. Notify the Purchasing Department that the supplies have been received.

2. Blanket Order
 - a. Prepare a PR, not to exceed \$24,999.99, as a blanket order referencing the contract number and the percent of discount.
 - b. After the Purchasing Department processes the PR to a PO, a copy will be mailed to the vendor.
 - c. As a department needs an item from this vendor, it may be picked up and the vendor given the PO number.
 - d. The vendor shall prepare an invoice referencing the PO number, showing line items, quantities, item costs, sub-totals, discounts and total.
 - e. Check the invoice to make sure discount has been applied. Sign the invoice with a readable signature. Obtain a copy of the invoice from the vendor.
 - f. Send the invoice to Accounting.
 - g. The remaining balance to be used for purchases will be monitored by the department. The remaining balance is the total of the PO minus all expenditures.
 - h. When expenditures reach the approximate amount of the PO (not to exceed the total) **or** the last purchase is made, mark the invoice, “**FINAL.**” Accounting will close the PO. Any further purchases would require initiation of a new PR.

The Purchasing Department will cancel any outstanding balances on PO's at the end of the contract period.

For a current list, contact the Purchasing Department or go to our website at <http://www.nwmissouri.edu/services/purchasing> & view department information.

M. MISSOURI VOCATIONAL ENTERPRISE (MVE)

Northwest is required to purchase from MVE, per 217.575 and 217.580 RSMo. An MVE catalog can be checked out by calling the Purchasing Department. In order to purchase elsewhere, a letter of justification (e.g. cost, delivery time, etc.) must be provided to the Purchasing Department. A waiver request is faxed to MVE for approval. If MVE approves the request, the buyer will process the Purchase Order. If the MVE does not approve the request, the department will be notified. Example of MVE items are file cabinets, tables, desks, bookcases, chairs, lounge seating, modular office systems, MO State flags, shelving, etc.

N. VIOLATION OF RULES AND REGULATIONS

“Whenever any department or agency of the state government shall purchase or contract for any supplies, materials, equipment or contractual services contrary to the provisions of this chapter or the rules and regulation made thereunder, such order or contract shall be void and of no effect. The head of such department or agency shall be personally liable for the costs of such order or contract and, if already paid for out of state funds, the amount thereof may be recovered in the name of the state in an appropriate action instituted therefor.” (RSMo 34).

SECTION II

"ON-LINE" PURCHASE REQUISITION

The Finance Department is implementing Banner. Through this software departments will be allowed to view their budgets and put Purchase Requisitions online through CatPAWS.

Call the Purchasing Department at ext. 1570 for online Purchase Requisition training.

SECTION III

RETURN OF SUPPLIES

If supplies need to be sent to a vendor, complete the “Shipping Form” (see **Attachment B**), attach to the supplies and deliver to Central Receiving.

For pick-up arrangements call the MDC (x1508) for scheduling.

Central Receiving will make arrangements with the appropriate shipping company to pick up the supplies.

The cost of shipping the supplies will be taken out of the department account unless a vendor is issuing a call tag.

SECTION IV

DISPOSAL OF SUPPLIES

Disposal of University equipment and supplies may only be accomplished under the guidelines set forth by the State of Missouri Office of Administration, Division of Purchasing and Materials Management. Equipment and supplies may not be donated, sold, traded-in, junked or transferred to another entity without approval from the State.

If equipment or supplies need to be removed from a department (because they are obsolete, have been replaced, broken, no longer needed or useful, etc.), call the Materials Distribution Center, x1508 for scheduling.

SECTION V

SURPLUS

Northwest has two types of surplus: good used furniture and auction items.

Good used furniture is property that may be useful to other departments on campus, such as desks, file cabinets, chairs, etc.

Auction items will be sold at a surplus auction. These items can still be taken for departmental use, prior to the auction cut-off date.

Surplus Auctions are held on an as needed basis and are open to the public.

These items are located in the Material Distribution Center. To view items, come to the Customer Service door.

SECTION VI

MOVING CREW

If a department needs surplus items, supplies, bulk mailings or furniture/equipment moved, call the Material Distribution Center, x1508, for scheduling. The following information is needed:

- Person and department requesting move
- Description of item(s) being moved
- Current location of item(s)
- Final destination
- Required move date

Allow adequate time for moves to be scheduled. Minor moves require one-week notification. Major moves require one-month notification.

If adequate time is not allowed, departments may be responsible for their own move.

Take into consideration that peak times are several weeks before and after trimesters and graduations.

SECTION VII

CENTRAL STORES

Central Stores is a source of basic office and educational supplies. These supplies are available, at cost, to departments.

To place an order, a Manual Central Stores Requisition Form must be completed and sent to the Material Distribution Center. Instructions for completing this form are found on the following page.

SECTION VIII

PURCHASING PERSONNEL

Ann Martin, CPPB
Director of Purchasing
Ext. 1570

Cindy Wood
Purchasing Manager
Ext. 1574
Central Stores
Educational Services

Mike Striplin
Material Distribution Center Supervisor
Ext. 1508
Receiving
Central Stores
Movers
Surplus

Ron Heller
Material Handler
Ext. 1508
Moving Crew
Good Used Furniture
Package Delivery

Ronnie Adamson
Supplies/Stock Clerk
Ext. 1508
Central Stores
Surplus
Recycling

Angie Wolters
Senior Buyer
Ext. 1178
Agriculture/Vehicles
Airplane/Concrete
Book Store/Plumbing/Heating
Hazardous Waste Disposal
Fuel/Wood Chips
Roofs/Elevators
Surplus

Kay Nicholson
Buyer II
Ext. 1572
Athletics/Computer s & Supplies
Air Conditioning
Banking Services/Electrical
Debit Card Systems/Shirts
Laundry Service/Signage

Janet Bucy
Buyer II
Ext. 1571
Printing/Paint/Office Supplies
Building/Hardware
Furniture/Mattresses
Telecom/Copiers
Door, Lock & Windows

Ann Volner
Buyer I
Ext. 1177
Security/Uniforms
Biology/Chemistry
Custodial/Art/Pest Control
Film Processing
Photographic Supplies
Medical/Library Material/Lamps
Music

SECTION IX

OFFICE LOCATIONS

Located in the Support Services Building (West 9th Street):

Purchasing Department

Educational Services

Located in the Materials Distribution Center (College Park Drive):

Central Receiving

Central Stores

Good Used Furniture

Surplus

Moving Crew

SECTION X ATTACHMENTS

ATTACHMENT A
State of Missouri

EXEMPTION FROM MISSOURI SALES AND USE TAX ON PURCHASES

Issued to:

Missouri Tax I.D.
Number: 10659854

NORTHWEST MISSOURI STATE UNIVERSITY
800 UNIVERSITY DR
MARYVILLE MO 64468

Effective Date:
07/11/2002

Your application for sales/use tax exempt status has been approved pursuant to Section 144.030.2(20), RSMO. This letter is issued as documentation of your exempt status.

Purchases by your Organization are not subject to sales or use tax if within the conduct of your Organization's exempt functions and activities. When purchasing with this exemption, furnish all sellers or vendors a copy of this letter. This exemption may not be used by individuals making personal purchases.

A contractor may purchase and pay for construction materials exempt from sales tax when fulfilling a contract with your Organization only if your Organization issues a project exemption certificate and the contractor makes purchases in compliance with the provisions of Section 144.062, RSMO.

Sales by your Organization are subject to all applicable state and local sales taxes. If you engage in the business of selling tangible personal property or taxable services at retail, you must obtain a Missouri Retail Sales Tax License and collect and remit sales tax.

This is a continuing exemption subject to legislative changes and review by the Director of Revenue. If your Organization ceases to qualify as an exempt organization, this exemption will cease to be valid. This exemption is not assignable or transferable. It is an exemption from sales and use taxes only and is not an exemption from real or personal property tax.

Any alteration to this exemption letter renders it invalid.

If you have any questions regarding the use of this letter, please contact the Division of Taxation and Collection, P.O. Box 3300, Jefferson City, MO 65105-3300, Phone 573-751-283

ATTACHMENT B

SHIPPING FORM

Fill out completely as requested and send this form to Central Receiving with merchandise to be shipped or returned.

Date: _____ Department: _____

Department Personnel Signature: _____

Purchasing Authorization Signature: _____

SHIPPING INFORMATION

Ship To Address: _____

ATTN: _____

Return Authorization Number If Applicable: _____

Reason For shipping or return: _____

Shipment To Be Sent: PREPAID FREIGHT COLLECT COD CALL TAG
PICK-UP

If Prepaid, Department Account Number To Charge: _____

Contents Being Shipped: _____

Value: _____ Date Need To Be Shipped By: _____

Special Instructions (Insurance, Packaging, Carrier, Etc.) _____

ADDITIONAL INFORMATION

WAS MERCHANDISE RECEIVED BY A PURCHASE ORDER: NO YES

IF YES, PO #: _____ HAS PURCHASING BEEN NOTIFIED OF RETURN: NO
YES

IF NO, HOW WAS MERCHANDISE RECEIVED BY NORTHWEST: _____

SHIPPING ACTION BY RECEIVING

CARRIER: _____ DATE SENT OUT: _____

WT./OR # OF PKGS: _____ FREIGHT/INSURANCE CHARGES: _____

RECEIVING SIGNATURE: _____ DATE: _____