

## Procurement Procedure Guidelines

- **I'm in need of goods or services greater than \$10,000, how should I proceed?**

Every purchase for goods or services exceeding \$10,000.00 must be made with an approved purchase order or University contract. Obtain a vendor quote and submit an Items to Order request. The Business Office will determine the best course of action for making the purchase and will remain in contact with you throughout the purchase process. Do NOT take action on a purchase exceeding \$10,000 until you have been in touch with the Business Office regarding proper purchasing procedures. Additional info regarding purchases over \$10,000 can be found in our WCNR Procedure Manual (<https://sites.warnercnr.colostate.edu/businessoffice/financial-policy/#Purchasing>) or on Procurement's website(<https://procurement.colostate.edu/>) .

- **I'm in need of goods or services less than \$10,000, how should I proceed?**

There are a few options for procuring goods and services less than \$10,000:

1. Check Kuali shop catalogs first. If items are found, please submit a an Items to order request
2. Seek a quote from a non-shop catalogs vendor and submit an Items to Order request. The Business Office will handle the transaction. Items will be shipped to the shipping address indicated on the request.
3. Seek an invoice from the vendor and submit a reimburse vendor request.
4. If you are a PCARD holder and the purchase is within your limits, proceed with purchase and submit a PCARD request.
5. Purchase personally and request reimbursement (note the personal reimbursement limit is \$1000 per employee per month – If greater than \$1000, use option 1-4). Please do not make any personal purchases until your request has been fully approved.

- **What constitutes as an Official Function and what additional information is required?**

An official function is when an event is held for the primary purpose of conducting institutional business involving instruction of students, research, public service, outreach, or administration. Examples include: staff meetings, receptions, trainings, recruiting events, client meetings, fund raisers, recognition events, etc. When submitting an official function request, additional fields are generated. We must know who, when, where, what, why, and how the event benefits the University. Additional information can be found in our WCNR Procedure manual.

- **I'd like to setup a services contract with an Independent Contractor or pay an individual (non-employee) for services rendered. How do I proceed?**

When hiring an Independent Contractor, an Independent Contractor Questionnaire, Scope of Work, and Services Pricing, W9, and AP business certification form must be submitted with your WCNR Intranet Purchase Request. All forms can be found here: <https://sites.warnercnr.colostate.edu/businessoffice/forms/>

- **I have an established open Purchase Order and received an invoice. How should I submit it?**

Please provide your invoice to the Business Office via inbox or [WCNR\\_Budget@mail.colostate.edu](mailto:WCNR_Budget@mail.colostate.edu) and reference the PO number. A Business Office staff member will ensure that the invoice is processed.

- **How long does it take to for reimbursement (personal or vendor) to arrive?**

The University processes payments on Tuesday and Thursday of every week (excluding holidays). Depending on when your request is processed, it can take 2-10 business days before reimbursement arrives. Wire transfers and international payments take longer. The timeline of wire transfers and international payments is dependent upon the receiving bank and the country the payment is being sent to.

- **I lost my original receipt(s). What should I do?**

Contact the vendor and request for a duplicate copy of the receipt. If the vendor is unable to provide a duplicate and you paid with a credit card, please provide a copy of your credit card statement with all personal and unrelated information redacted). If you prefer not to provide your statement or you paid with cash, a lost documentation form will need to be filled out. A Business Office staff member can provide the form and instruction. Please remember that all purchases, pcard or personal, require proof of payment/receipt.

- **When should I use shop catalogs versus purchasing something myself?**

Purchasing from CSU's contract vendors (found in shop catalogs) is always in the best interest of the University. Purchasing from contracted vendors allows the University to pursue deeper discounts which feed directly into all University programs. Therefore; whenever possible and financially feasible, the shop catalog vendors should be utilized. The Business Office will provide insight as to which vendors and search parameters will make shop catalog purchases easier and more successful.

- **I need a motorpool vehicle, how do I reserve one?**

Submit a motorpool request under Purchasing. The Business Office will make the reservation for you and email you with a confirmation. The Business Office will submit the Transportation Services Vehicle reservation request on your behalf.

#### **Request types:**

- **Items to Order:** This request type should be used when you have items or services that you would like the Business Office to purchase on your behalf. This includes all vendors and price points. If you are a PCARD holder and are unable to make a purchase, please use this request type. Please include shipping address on the request form.
- **PCARD:** This request type is used when you are planning on or have made a purchase with your PCARD. Do not use this request type when you need a Business Office staff member to make a purchase on your behalf (use Items to Order). Attach your receipt and any relevant backup to the request.
- **Motorpool:** This request type should be used when you are in need of a motorpool vehicle. The Business Office will make the reservation for you and email you with a confirmation. The Business Office will submit the Transportation Services Vehicle reservation request on your behalf.
- **Reimburse Vendor:** This request type should be used when you have made a purchase from a vendor and they require payment. Please attach an invoice to the request when applicable. The Business Office will determine the best form of payment.
- **Personal Reimbursement:** This request type should be used when you have made a personal purchase that benefits the University. Note that original receipts are required for personal reimbursement. If original receipts are not turned in, the request will be held until the original receipts are received.
- **22 Invoicing:** This request type is limited to only those who have 22 accounts with CSU. This request should be used when you have provided goods or services on behalf of the university and need to invoice the recipient of said goods and services. The Business Office will generate an invoice and send it to the recipient. Please provide all relevant contact info for the recipient as well as a description of the goods and services provided.
- **Direct Billing:** This request type should be used when you have made an internal purchase at CSU (RamTech, CSU Bookstore, Surplus, Communication and Creative Services, etc.) and have provided the vendor an account number to bill. If you did not provide an account number and need to send funds to an internal vendor, please use the reimburse vendor request type.