

COLLEGE PROCUREMENT TRANSACTIONS CHECKLIST

STANDARD PURCHASE ORDER - PO

Materials, Supplies and Equipment less than \$4,999

- Obtain 3 informal quotes on orders over \$2,500 (except when utilizing Master Agreement, piggy-back contracts or considered non-competitive procurement)
- Complete the Purchase Request Form and obtain approval signature from the V.P. in your department and/or Authorized Designee
- Prepare eBTA, if necessary to be sure funding is in appropriate GL account
- Enter SAP (Transaction code ME21N)
- Select Order Type: "Standard PO"
- Enter the following information in the Item Overview and Item Detail section in SAP: Vendor # > Purchasing Group > Account Assignment Category > Description in Short Text > PO Quantity > Order Unit > Amount > Delivery Date > Material Group > Plant > Tax Code > Account Assignment (be sure funds are in place) > Requestor Name > Requestor Phone Number > Assign Asset numbers (review Asset Policy)
- Save > Approval Release Strategy begins
- Attach a copy of the signed Purchase Request Form, quotes and supporting documents to the PO record
- Once approved, PO will be printed and distributed by Admin Services; requestor's responsibility to forward the PO to the vendor
- Receiving Department post goods receipts in SAP when items are delivered > A/P processes invoice without additional approval
- When items cannot be received in SAP, verify goods were delivered, uncheck goods receipt (under the Delivery tab in SAP) > Review invoice for accuracy > Submit invoice to A/P with Department Head or Vice President approval

SHORT TERM AGREEMENT – STA

Agreement for services, with term one year or less, costing \$5,000 or less

- Obtain 3 informal quotes on orders over \$2,500 (except when utilizing Master Agreement, piggy-back contracts or considered non-competitive procurement)
- Complete the Contract Request Form and obtain approval signatures from V.P. in your department, V.P. Admin Services, and President
- Prepare eBTA, if necessary to be sure funding is in appropriate GL account
- Enter SAP (Transaction code ME21N)
- Select Order Type: "Short Term Agreement" (STA)
- Enter the following information in the Item Overview and Item Detail section in SAP: Vendor # > Purchasing Group > Validity Dates > Select Account Assignment Category > Description in Short Text > PO Quantity > Order Unit > Amount > Delivery Date > Material Group > Plant > Tax Code > Account Assignment (be sure funds are in place) > Requestor Name > Requestor Phone Number > Enter Text in Item Detail so description will print on first page of STA
- Save > Approval Release Strategy begins
- Once approved, STA will be printed by Admin Service, signed by V.P. Admin Services
- Admin Services or Requestor is responsible obtaining vendor's signature on STA
- Uncheck Goods Receipt when agreement is signed by the Vendor and V.P of Admin Services
- Attach a copy of the signed Contract Request Form, signed STA and supporting documents to the STA record
- Review invoice for accuracy > Submit invoice to A/P with Department head or Vice President approval
- Maintain original executed STA's in College Central files.

IMPORTANT: Board of Trustees must approve Contracts and STA's within sixty (60) days upon entering into the transaction.

PURCHASE REQUISITION - PR

Material, Supplies and Equipment over \$5,000 and up to Statutory Bid Limit

- Obtain 3 formal written quotes (except when utilizing Master Agreement, piggy-back contracts or considered non-competitive procurement)
- Complete the Purchase Request Form and obtain approval signature from the V.P. in your department and/or Authorized Designee
- Prepare eBTA, if necessary to be sure funding is in appropriate GL account
- Enter SAP (Transaction code ME51N)
- Select Order Type: "Purchase Requisition" (PR)
- Enter the following information in the Item Overview and Item Detail section in SAP: Vendor # > Purchasing Group > Account Assignment Category > Description in Short Text > PO Quantity > Order Unit > Amount > Delivery Date > Material Group > Plant > Tax Code > Account Assignment (be sure funds are in place) > Requestor Name > Requestor Phone Number > Assign Asset numbers (review Asset Policy)
- Save > Approval Release Strategy begins
- Attach a copy of the signed Purchase Request Form, quotes and supporting documents to the PR/PO record
- Once approved, Admin Service will convert to PO
- 2nd Approval Release Strategy begins again
- Once approved, PO will be printed and distributed by Admin Services; requestor's responsibility to forward the PO to the vendor
- Receiving Department post goods receipts in SAP when items are delivered > A/P process invoice without additional approval
- When items cannot be received in SAP, verify goods were delivered, uncheck goods receipt (under Delivery tab) in SAP > Review invoice for accuracy > Submit invoice to A/P with Department Head or Vice President approval

REQUEST FOR CONTRACT - RFC

Ex. Personal Services, Professional, Multi-year Service Contracts, No-Cost Contracts (Income) & Special Funded Contracts

- Obtain 3 formal written quotes (except when utilizing Master Agreement, piggy-back contracts or considered non-competitive procurement, or vendor written in grant)
- Complete the Contract Request form and obtain approval signatures from V.P. in your department , V.P. Admin Services, and President
- Prepare eBTA, if necessary to be sure funding is in appropriate GL account
- For Special Funded Program (SFP) Contracts, complete the following SFP documents: Abstract Specially Funded Program, SFP Fund/WBS Master Data, and Budget Transfer Authorization (BTA), award letter, original grant agreement and any other supporting documents about the grant
- Enter SAP (Transaction code ME51N)
- Select Order Type: "Request for Contract" (RFC)
- Enter the following information in the Item Overview and Item Detail section in SAP: Enter Vendor # > Purchasing Group > Account Assignment Category > Description in Short Text > PO Quantity > Order Unit > Amount > Delivery Date > Material Group > Plant > Tax Code > Account Assignment (be sure funds are in place) > Requestor Name > Requestor Phone Number > Assign Asset (refer to Asset Policy)
- Save > Approval Release Strategy begins
- Attach the signed Contract Request form, quotes, and supporting documents to the RFC record
- Once RFC is approved, Procurement Specialist (PS) converts RFC to a Contract & sends to Vendor for signature
- PS submits contract to the Board of Trustees for ratification
- After Board ratifies, PS unchecks Goods Receipt in SAP on expense contracts when contract is fully executed
- PS enters certified date (CD) on the Confirmation Tab in SAP
- PS forwards the executed copy of the agreement to Requestor and A/P
- Requestor and/or PS reviews invoice for accuracy > Submit invoice to A/P with Department Head or Vice President approval

IMPORTANT: Board of Trustees must approve Contracts and STA's within sixty (60) days upon entering into the transaction.