Emporia State University

FY ‘13 Year End Training
Purchase Order/Encumbrance

- All purchase orders need to be submitted to the Purchasing Office no later than May 31, 2013.

- OOE fund invoices not received by June 7, 2013 need to have an encumbrance to the Purchasing Office by June 13, 2013.

State General Funds – 100083/XXX001
Tuition – 102069/XXX002
Carry Forward Funds – 122069/XXX022
Academic Enhancement – 132069/XXX042
IT/Marketing Purchase Orders

Technology related orders requiring approval from IT.

- Adherence to Network Architecture
- Adherence to Security
- Early input from IT is recommended
- Includes: hardware, software, iPads
- Excludes: cartridges, jump drives

Marketing related orders requiring approval from Marketing and Media Relations.

- Promotion or Publicity items
- Promotional items include licensed/trademark graphics
Technology/Marketing BPC POs

1. Department creates purchase order for BPC purchase
2. Department sends purchase order to Purchasing for review
3. Purchasing sends approved purchase order back to the department for ordering
4. After review and approval, Purchasing assigns purchase order number
5. Purchasing sends to TCS/Marketing for review and approval
BPC Purchases

-BPC purchases only require a PO for Technology and Marketing orders.
-Same guidelines in regards to State funding as other purchases.
Official Hospitality/Hotel Charges on Purchase Orders

-Charges with local vendors in Emporia

-Hotel reservations: Purchase orders will be faxed to the hotel unless otherwise indicated on the purchase order.

-Sodexo: All on campus food purchases need to be arranged through Sodexo. Contact Sodexo a minimum of 72 hours prior to event.

-Restaurants: Add statement of “estimated food amount-please adjust to actual amount. Tip is not to exceed 15% of the actual meal price.”

-Official hospitality
Reimbursements

- Purchasing website -> Employee Purchasing -> Reimbursements
- In most instances we no longer require an explanation for reimbursements. However, depending upon the purchase there may need to be additional information provided.
- E-mail will be sent to the individual requesting reimbursement and the Administrative Assistant of the department.
- ESU still discourages reimbursements for the protection of both ESU and the individual requesting reimbursement.
Stationery Contract/Paper Contract

**Stationery Contract**
- Place orders via Purchasing website->Contracts->Select “Place Order” for QuikPrint link.
- Design format is set for the 150th year design.

**Paper Contract**
- State contract paper order form is on Purchasing website->Contracts->Place Order Form.
- Current pricing is located on the State contract.
- Once order form is complete, e-mail to address listed on the website below the order form.
On-Call Print Contract

- ESU does have an On-Call Print Contract.
- All print jobs should be formally bid through Marketing per the contract.
- If there is ESU artwork, it will also be handled by Marketing.
- This contract includes, postcards, pamphlets, brochures, magazines, tri-fold items, etc.
- This contract doesn’t include promotional items.
Contracts

State Contracts
-Search by keyword, agency, vendor or contract number.
-Make sure to select go when ready to search, do not use the enter button.

E & I Contracts
-http://www.eandi.org
-Login ID and Password required to search contracts.
-Search by category or vendor.
Grainger Contract

-E&I contract# 01248
-No minimum order, either amount or quantity.
-Items in stock ordered before 4:30 pm will be delivered next day.
-Shipping charges are prepaid by Grainger.
-All items from Grainger are on contract.
-May purchase from either Grainger or contract specific to product. However, it is suggested to compare products with both vendors.
Contractual Authority

All awarded bids and purchases resulting in a contract, including click-through agreements, must be reviewed and signed by an ESU official with contractual signature authority for ESU.
DataBank

- Workflow solution for purchase order routing.
- Departments will be able to track location of purchase order in the approval process via OnBase.
- DataBank works with OnBase until all required approvals are received. Purchase order will then be loaded to Banner.
- Departments will be able to view attachments in OnBase by way of search capability.
- Purchasing will test Sept.-Oct. **Go live 11/1/13!**