The content of this presentation was the most up-to-date information available at the revision date. However, policies, procedures and guidelines may be updated during an academic year. Please refer to the University Policy website for the most current version of these policies, procedures and guidelines.

Revised 8/02/2016
UWG Purchasing 101

Learning Outcomes

- Identify and understand the institutional procurement methods available
- Identify prohibited and allowable purchasing card purchases
- Understand the procurement tier and the order of purchasing precedence
- Understand and utilize the steps of the purchasing process to complete departmental procurements
- Understand the requirements for conducting an informal quote process
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What Procurement and Payment Methods Are Available To Me?

- Petty Cash
- Employee Reimbursement
- P-Card
- Check Request
- ePro
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Petty Cash

- Up to $100
- Complete Petty Cash Form
- Obtain approval signature
- Attach original receipt
- Present to cashier for reimbursement
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• Employee Reimbursement
  ➢ Up to $1000
  ➢ Processed through the PeopleSoft Travel & Expense module
  ➢ Include justification for not using PCARD or an ePro request
  ➢ Excess use of this process will require further justification and approvals.
  ➢ Should not be used for purchases requiring special approvals (i.e. chemicals, IT/AV, etc.)
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• P-Card
  ➢ Must be within transaction limits
  ➢ Must be permissible merchant code
  ➢ Must be an allowable item
Allowable P-Card Purchases

- Advertising
- Books, Magazines, Subscriptions (1 yr only)
- Bookstore purchases (allowed items only)
- Professional Dues, Memberships & Licenses
- Registration Fees (conferences, seminars & webinars)
- Supplies
- State Contract Items
- Repairs & Maintenance
- Rentals – non transportation
- Software
- Non-Inventory Equipment (less than $1000)
Prohibited Purchases

- Personal Purchases of any kind
- Professional Services (dentist, dr., accountant)
- Split purchases
- Sales tax
- Hazardous or radioactive material
- Rolling stock (i.e. trailers)
- Transportation Rental
- Computers & Laptops
- Gift cards

- Data plans, software, apps for non-State entity issued devices
- Inventory equipment (over $1000)
- Employee travel
- Motor Vehicle Expenses
- Prizes and Awards
- Food/drink (exception is approved fund groups)
- Foundation account purchases
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• Check Request
  ➢ Utilize **Check Request Form** for specifically allowed purposes
  ➢ Use when immediate payment is to be made and when there is no need to encumber funds or competitively bid purchase
  ➢ Submit to AP with all necessary documentation
# UWG Purchasing 101

## Check Request – For specifically allowed purposes

<table>
<thead>
<tr>
<th>Payment Purpose</th>
<th>Other Requirements Approvals &amp; Forms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Artists/Models - Students</td>
<td>Consultant Authorization form</td>
</tr>
<tr>
<td>Awards</td>
<td>Documentation per Policy #BFCNEX-01</td>
</tr>
<tr>
<td>Consultants (less than $5,000)</td>
<td>Requires an Authorization for Employment of Consultant - Consultant Authorization form</td>
</tr>
<tr>
<td>Lodging - Direct Billed</td>
<td>Approved Travel Authorization</td>
</tr>
<tr>
<td>Registration (travel to conferences)</td>
<td>Approved Travel Authorization</td>
</tr>
<tr>
<td>Entertainers/DJ’s</td>
<td>Over $5,000 requires VP/Dean Approval</td>
</tr>
<tr>
<td>Federal Express/UPS/Courier Service</td>
<td></td>
</tr>
<tr>
<td>Food Services from Auxiliary Services Awarded Provider</td>
<td>Food Purchase With Institutional Funds Form - Food Purchases Policy Link</td>
</tr>
<tr>
<td>HR/Payroll Payments to Vendors for Payroll Deductions (insurance, garnishments, etc.)</td>
<td>HR/Payroll Only</td>
</tr>
<tr>
<td>Medical or Related Lab Services</td>
<td>Over $25,000 requires VP/Dean Approval</td>
</tr>
<tr>
<td>Memberships (Chamber of Commerce Memberships are prohibited)</td>
<td>Must be to a UWG address</td>
</tr>
<tr>
<td>Minor Equipment Repair or Maintenance by Authorized Agents</td>
<td>Up to $1,000</td>
</tr>
<tr>
<td>Minor Instrument Repair or Maintenance by Authorized Agents</td>
<td>Up to $1,000</td>
</tr>
<tr>
<td>Officials for Sanctioned Sporting Events</td>
<td>Over $5,000 requires VP/Dean Approval</td>
</tr>
<tr>
<td>Postage</td>
<td>UWG Post Office Only</td>
</tr>
<tr>
<td>Speakers/Lecturers</td>
<td>Over $5,000 requires VP/Dean Approval</td>
</tr>
<tr>
<td>Sponsorships</td>
<td>Must be pre-approved by Controller on a case by case basis</td>
</tr>
<tr>
<td>Stipends for non-employees only</td>
<td>Over $5,000 requires VP/Dean Approval</td>
</tr>
<tr>
<td>Art Purchase - Student</td>
<td>Over $1,000 requires VP/Dean Approval</td>
</tr>
<tr>
<td>Food/Beverage</td>
<td>Food Purchase With Institutional Funds Form - Food Purchases Policy Link</td>
</tr>
<tr>
<td>Student Refunds</td>
<td></td>
</tr>
<tr>
<td>Prizes</td>
<td>Documentation per Policy #BFCNEX-05</td>
</tr>
<tr>
<td>Subscriptions (Excluding Subscription Services)</td>
<td>Subscriptions not to exceed one year in length</td>
</tr>
<tr>
<td>Wright Express</td>
<td>For fuel purchases in accordance with State Contract</td>
</tr>
</tbody>
</table>
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• ePro
  ➢ BOR automated procurement system
    • GaFirst Marketplace Catalog
    • Special Request
  ➢ Requesters can place orders directly with all catalog vendors (contract pricing)
  ➢ Requesters are required to initiate other procurement requests through ePro
  ➢ Benefits are automated approvals by department managers and other special approvals.
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What Laws and Rules Do We Have To Follow?

• Georgia, O.C.G.A., Section 50-5-50 through Section 50-5-81.
• The Georgia Procurement Manual (GPM)
• BOR Purchasing Policy 7.7
• BOR Contracts Policy 7.9
• BOR Business Procedures Manual, Section 3.0 Purchasing and Contracts
• Technology Procurement Rules
• Rules and Procedures specific to State P-Card and Fuel Card Programs.
• Grant and Federal Fund Requirements
• UWG specific requirements
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Code of Ethics for Procurement

• Honor and integrity should be used in all public and personal relationships in order to merit the respect and inspire the confidence of the organization and the public being served.

• Personal profit obtained through misuse of public or personal relationships is dishonest and not tolerable.

• Participation of any individual in operational situations where a conflict of interest may be involved is prohibited.

• At no time should a member of our institution accept directly or indirectly, gifts, gratuities, or other things of value from suppliers, which might influence or appear to influence purchasing decisions.
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UWG Purchasing 101

Steps of the Purchasing Process

✓ Step 1

➢ Determine if your requirement is exempt from competitive selection requirements
➢ Exempt list can be found on DOAS website
  • [NIGP Exempt List](#)

• If yes, complete ePro Requisition
• If no, go to Step 2
Step 2

- Determine if your requirements can be met using a contract available under Tier 1, 2 or 3
  - Tier 1- Mandatory State Contracts (GAFIRST Marketplace)
  - Tier 2- UWG Contracts
  - Tier 3- Statutory Mandatory Sources including
    - Georgia Enterprises for Products and Services (GAFIRST Marketplace)
    - Georgia Correctional Industries (GAFIRST Marketplace)

- If yes, complete ePro Requisition
- If no, go to Step 3
✓ Step 3:
  • Determine if your requirement can be met using a contract available under Tier 4
    ➢ Convenience State Contracts (GAFIRST Marketplace)
    ➢ GEPS Preferred Products List (GAFIRST Marketplace)
    ➢ SPD Pre-Approved Piggyback Purchase
    ➢ SPD Pre-Approved Cooperative/Consortia Contract
  • If yes, you may complete ePro Requisition
  • If no, go to Step 4
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Step 4

- If your requirement cannot be met by any of the options in Steps 1-3, you will proceed with an Open Market Purchase.
- Purchase less than $25,000 annually; you may request quotes using the Request for Informal Quote Process.
  - UWG has not established a threshold below which quotes are not required. As a rule of thumb, three quotes or a justification for not getting quotes will be required for purchases over $5,000.
  - Issue ePro requisition with required quotes.
- Purchase greater than $25,000; issue ePro requisition with required Statement of Work or specifications.
UNIVERSITY OF WEST GEORGIA (UWG) - REQUEST FOR INFORMAL QUOTE
For Annual Expenditures Less Than $25,000

Instructions to Bidder: This Quote Request is governed by State of Georgia Standard Terms & Conditions found at State Purchasing web site http://www.das.state.ga.us/SPD/Docs/SPD_General_terms-conditions.pdf. If you are not already registered as a UWG vendor you will be required to submit a W-9 prior to receiving a Contract of Purchase Order. Please e-mail response to requestor.

Requestor Information

<table>
<thead>
<tr>
<th>Quote Requested By:</th>
<th>E-mail:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Name:</td>
<td>Phone: 678-830-</td>
</tr>
<tr>
<td>Quote Due Date:</td>
<td>Fax: 678-830-</td>
</tr>
</tbody>
</table>

Delivery Requirements:
Include any Lead Time, Due Date, Installation or Special Handling Needs

| Quote Title | Special Notes: |

Bidder Information

<table>
<thead>
<tr>
<th>Company:</th>
<th>Address</th>
<th>Check if you have received a done business with UWG in the past ___</th>
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<tbody>
<tr>
<td>Quoted By:</td>
<td>E-Mail:</td>
<td>Phone:</td>
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</table>

The following statement must be signed at the time bids are submitted. Failure to sign this statement will render bid invalid.

“I certify that this bid is made without prior understanding, agreement or connection with any corporation, firm or person submitting a bid for the same materials, supplies, or equipment, and is in all respect fair and without collusion or fraud. I understand that collusive bidding is a violation of State and Federal law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of this bid, and certify that I am authorized to sign this bid for the bidder (O.C.G.A. 50-5-67). I further certify that the provisions of the official code of Georgia amended 45-10-22 et seq. have not and will not be violated in any respect.”

Authorized Signature ______________________ Date ___________

Name (Typed or Printed)

Price Schedule

<table>
<thead>
<tr>
<th>Line Item</th>
<th>Description (See Additional Requirements Below)</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Delivery Lead Time</th>
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<tbody>
<tr>
<td>1</td>
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All bids are subject to the following instructions when checked:

1. Documentation of past experience supplying similar goods or services.
2. The attached Instructions, Specifications, Statement of Work, Drawings, Terms or Conditions
3. Proof of insurance per the attached requirements prior to beginning work

GENERAL TERMS & CONDITIONS:

- All bids must be submitted in writing and received by the date and time specified in the Request for Quote.
- Bids must be accompanied by a completed W-9 form.
- All inquiries must be directed to the person identified in the Request for Quote.
- The University reserves the right to reject any and all bids.
- The University shall not be bound to award a contract to the low bidder or to any bidder.

UNIVERSITY of West Georgia - Center for Business Excellence
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Request For Informal Quote Process

• Complete the Requestor Information section

• Add complete description of all goods and or services you need quoted

• Include minimum experience, additional description, Statement of Work, drawings, terms, and insurance requirements as appropriate.

• E-mail the same request to all bidders
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• “Requestor Information” Section
  • It is very important to include your complete contact information so prospective bidders can contact you if they have a question.
  • Quote due date should be established to allow prospective bidders enough time to complete and return a quote.
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• “Price Schedule” Section
  • Include a complete description of the product or service you need including the quantity and delivery requirements.
    • If requesting a service or non standard goods it is a good practice to require documentation of past experience
    • Always attach additional instructions, drawings, specification, etc. if bidders will need the information to give you a complete and accurate quote
  • If requesting a service or installation include insurance requirements recommended by Risk Management
UWG Purchasing 101 – Do’s

• Include any critical delivery lead time requirements
• Include special handling, installation, training requirements or additional instructions when needed
• Include actual or estimated quantities
• Include reasonable minimum experience requirements
  ➢ Normally not an issue for off the shelf goods or simple services
• Include insurance requirements if we will require proof of insurance from the successful bidder
UWG Purchasing 101 – Don'ts

• Do Not give one bidder information or agree to change the requirements for any prospective bidder unless you make the same information available to all bidders!!!

• Do Not use information or requirements not included in your request for quote as a basis for making an award recommendation

• Do Not disclose information of pricing received in quotes to anyone, especially competitors, until after an award is made and a PO is issued or a Contract is signed.

• Do not tell a bidder they have received an award until the quotes have been reviewed and accepted by the Department of Purchasing
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Award of Informal Quote Process

• Upon receipt of quotes compile a tabulation sheet
  ➢ You may use the tabulation sheet on the Request for Informal Quotes form or develop your own spreadsheet as long as it contains all the required information
  ➢ You may request additional information or clarification from bidders if you need it to evaluate their response as long as you do not allow them to materially alter their quotes (ex. request additional documentation of experience or ability to meet quoted lead times)
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• Always contact Purchasing staff first if in doubt about an acceptable quote or an appropriate request for clarification or additional information

• When contacted by bidders concerning the status of the award, prior to issuance of the PO or contract, tell them “the responses are under evaluation”. You may give them an estimated time for award if you know it or you may refer them to Purchasing Staff if you have already submitted an ePro request with all the quote documents.
When the quote and tabulation are complete, enter an ePro request and attach all the quotes received along with the tabulation sheet. Documentation may be attached by request line or to the request as a whole.
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Process for Clothing Purchases

• All clothing purchased for University employees must contain the statement below:

“The purpose of the logo marked clothing is to identify UWG staff at official functions, and is a condition of employment. Our department will be responsible for tracking the clothing and will require that, if an employee who has received clothing leaves the department, any clothing that is usable be returned to the department.” Employee receiving clothing are: <list employee names>
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Process for Clothing Purchases

• If purchasing items for promotional giveaways or student events, list the organization or event in the comments section of the requisition rather than the employee clothing statement on previous slide.

• Clothing purchases intended for employees should not be purchased on the PCARD.
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- Purchasing Staff
  - Shelly Parker – Director
  - Lisa Elliott – Assistant Director
  - Connie Smith – Procurement Agent
  - Jeanna Lambert - Procurement Agent, Card Program Administrator
  - Brandi Gresham - Procurement Contract Manager
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Questions??