

The University of West Alabama

Purchasing Procedures

GENERAL COMMENTS

Information about the needs of the using department is communicated to the Business Office by a purchase requisition, on which the requirements are stated as clearly as possible. While it is desirable to have the requisition form provide space for the using department to indicate its preference for a particular vendor, this preference will not be binding on the Business Office. It should be helpful in finding sources of supply and in evaluating special services, which only one vendor may offer.

The material and supplies selected, of course, must be satisfactory to the using department; however, the selection of the source supplier must be within state law, and should remain the entire responsibility of the purchasing department.

DETAILED PURCHASING PROCEDURE

1. Before preparing a requisition, personnel in the using department will ascertain whether funds are available for a purchase through internal information reports.
2. If funds are available, the using department will enter a requisition in Datatel with all information, including the budget account to be charged.
3. The requisition is sent to the appropriate people for approval.
4. The requisition is sent to the Business Manager for final approval. Here the requisition will be audited for: appropriateness and legality of purchase, conformance to procurement policies and authorized valid approvals.
5. Purchasing will determine whether or not the item requisitioned requires competitive bids. State law requires competitive bids for items of \$15,000.00 or more. If competitive bids are required, they are prepared and mailed by Purchasing.
6. A purchase order will be created from the requisition by Purchasing and mailed to the vendor. No order should be placed with a vendor by any department without a purchase order number from the Purchasing Office.
7. When the invoice is received from the vendor, the Business Office will then forward the invoice to the receiving department to obtain approval for payment. In order to expedite payment it is most important that invoices be approved and returned to the Business Office for payment immediately. Items should be marked received in Datatel under the PORC (purchase order receiving) screen.

8. The Purchasing Agent/Business Manager, by State law, is the only person authorized to issue an order and obligate the University of West Alabama for payment to vendors for supplies and services. Orders placed by anyone other than the University Purchasing Agent/Business Manager will be considered personal purchases by the individual, and the University will not honor the vendor's invoice for payment. Under no circumstances is an individual to ask a vendor to ship or deliver an item with a promise to send them a purchase order later.