

THE ACQUIRER WKU PURCHASING NEWS

WKU Purchasing Department

Use the Purchasing Department as a resource for locating reliable, legitimate vendors, as well as, a resource for the WKU purchasing policies and state purchasing laws. As stated in the next section, we have contracts for many commodities.

When purchasing non-contract commodities, we want to get the **best value**.

Best value consists of item price, item quality, vendor customer service, and delivery.

To ensure that you get the best value, a best practice is to obtain quotes from a minimum of three vendors. If you are unsure of choosing the best value, contact the Purchasing Department. We may be able to advise you on the best choice, or assist you in locating another vendor or a similar item which is a better value.

Vendors

Vendor Registration:

In order to do business with WKU, vendors must register with the State according to KRS 14A.9-010 Authority to transact business required – Certificate of authority required for award of state contract:

<http://sos.ky.gov/business/filings/statutes.htm>

Contract Vendors:

Contract vendors have been established for many commodities and some commodities have many contract vendors. We are in compliance with state purchasing laws when utilizing these contracts. The list of current contracts can be found on the Purchasing website:

<http://www.wku.edu/finadmin/purchasing/documents/contracts.xlsx>

Personal Service Contracts

Schedule:

The following schedule MUST be observed for ALL Personal Service Contracts:

***** All Personal Service Contracts must be received by the Purchasing Department no later than the 15th of the month. *****

Submission of contract to the university Government Relations office occurs *from the 15th of the month through the last 7 working days prior to the end of the month.*

Submission of contract to LRC (Legislative Research Commission) to be placed on the Government Contract Review Commission agenda must occur *no later than the last working day of the month.*

Government Contract Review Commission meeting occurs *the 2nd Tuesday of each month.*

Approval Notification from the Commission to the WKU Purchasing Dept. occurs *5 working days from the Commission meeting.*

Purchase Order issued by Purchasing Dept. as soon as the approvals are received.

Documentation:

The following paperwork must be completed and signed for a Personal Service Contract to be submitted for approval:

Personal Service Contract

Proof of Necessity

Contractor Status Form (when contracting with an individual)

W9 form

Requisitions

Invoices:

All invoices are to be mailed directly to the Purchasing Department. This information is referenced on all Purchase Orders that are sent to the vendors. If you mistakenly receive an invoice to be paid against a PO, please forward that invoice directly to the

Purchasing Department. If scanning the invoice, please make sure to send the email to both the correct Buyer and Purchasing Associate.

Confirmation Requisition Orders:

Please note that Confirmations are not acceptable. **A vendor must first receive a Purchase Order from the Purchasing Department in order to begin any work or to fulfill an order that is not eligible to be paid via a WKU procurement card.**

WKU is not obligated to pay a vendor who has begun work or filled an order without a PO.

Banner Screens:

FOIDUCH

This Banner screen is a snapshot of all that has occurred with a requisition. You can see if the RO has been approved, if a PO has been issued and approved, if a receiver has been issued and completed, and if the check has been cut.

FOIDUCH will also provide information contained in each document. To view the RO information, highlight the RO # and click the right mouse button. Choose “Requisition Info [FPIREQN]” then click on the Next Block icon or do Control Page Down. You can scroll through the requisition by continuing to click the Next Block icon.

To view the PO information, highlight the PO# and click the right mouse button. Choose “Purchase Order Information [FPIPURR]” then click on the Next Block icon or do Control Page Down. Scroll through the purchase order by clicking Next Block. The buyer information will be the first screen to be viewed. Should you have further questions regarding the purchase order, please use this information to contact the buyer.

To view the check information and receiver information highlight those numbers and follow the same procedures.

FOADOCU

This screen will allow an approver to deny the requisition. Once the RO is denied it will go back to the originator of the document so that changes can be made.

FOIAPHT

This is the Approval History screen. By typing in the RO# and hitting F8 key, you will be able to view those individuals who have approved the requisition.

FOAAINP

This is the Document Approval screen. Type in the RO # in the Document box and click the Next Block icon to view those individuals who have yet to approve the document.

DELL computer purchases:

Effective immediately, when entering Dell Computer requisitions, the following format should be used in requisition item text (this is an example, the numbers and info you enter will vary):

If the quote you have starts with a 1 and is 13 digits, this is called an EQuote and should be entered on the requisition as follows:

(Line 1 of Item Text) EQ:1234567891011 (No space between EQ: and EQuote #. NO other information should be included on this line.)

(Line 2 of Item Text) Optiplex 990 (item description)

OR

If the quote you have starts with a 5 and is 9 digits, this is called a Quote and should be entered on the requisition as follows:

(Line 1 of Item Text) Q:543219876 (No space between Q: and Quote #. NO other information should be included on this line.)

(Line 2 of Item Text) Latitude E6420 (item description)

Document text should be entered if you have instructions for the Buyer or internal notes you may need to refer back to regarding that purchase.

You are not required to send a copy of the EQuote or Quote to Ashlee Tilford. All the information she needs to complete your order must be on the requisition.

Purchasing Department website

Purchasing Department

Items of interest found on the Purchasing website:

- ❖ Quick Guide to Purchasing
- ❖ Ethical Purchasing guide
- ❖ Contract vendors' online ordering for: promotional products, awards and trophies
- ❖ Contract vendors' discounts and coupons

- ❖ Personal Service Contract information
- ❖ Purchasing Card information
- ❖ Links to Kentucky Revised Statutes 45A – Purchasing
- ❖ Links to Purchasing and Purchasing Card forms

Purchasing Training

The Purchasing Department is currently developing training on policy and procedures. Please forward any suggestions for specific topics to Ken Baushke.