



University of Science and Arts of Oklahoma

Procurement Procedure/Policy

Requisition and Purchase Order Procedures

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The University of Science and Arts of Oklahoma (University) requisitioning and purchasing procedures for supplies, equipment, contracts, lectures, consultants, maintenance agreements, etc., or any other expenditures are outlined below. **Each and every item must have a requisition and purchase order before** the order is placed including the use of the University P-Card (Bank of America).

1. Requisitions for purchases must be typed and submitted for approval by the authorized person for the respective department. The approver is stating that the item(s) being purchased is needed. The amount must include all freight, handling, insurance and any other miscellaneous charges. **Materials, equipment, supplies, and/or services should not be ordered, picked-up or performed until the department has received a purchase order from the Personnel and Business Office.** No employee of the University is to pick up merchandise from a store unless he/she has a properly executed University purchase order. No employee is to pick up merchandise from a store by providing only a purchase order number. He/she must have an actual purchase order in his or her possession at the time the goods are picked up. All orders placed must be in the proper purchase order format with proper authorization by the Personnel and Business Office.
2. The Purchaser **must** have three quotations from possible vendors for any requisition between \$2,500.00 and \$50,000.00 before submitting a purchase requisition through the respective approval track; these can include telephone quotes, written quotes and e-mail quotes as long as a written confirmation is available; if a question arises the Request for Quote may be sent to the Personnel and Business Office for assistance. The received quotations will be reviewed by the Personnel and Business Office before a purchase order is given final approval. The lowest priced vendor quotation received will normally be awarded the order, however “best value” is a factor in the decision process. If the requisition is for a “sole source” vendor, or for an item(s) that is on a “state contract,” it can be processed without additional quotes. However, a “sole source” requisition **must** have a “Sole Source Affidavit” submitted to the Personnel and Business Office at the time the requisition is submitted. If the item(s) being requested is on a “state contract” there **must** be an entry included in the body of the purchase requisition, after the last item is entered, that states; **STATE CONTRACT and its number.** The quotation process can take several days to finalize.
3. Departments cannot split the purchase of like items costing \$2,500.00 or more between vendors to avoid the quotation process requirement. Like items costing \$2,500.00 or more **must** be combined on one requisition, approved by the Dean, Department Chairman, and/or Director and submitted to the appropriate Vice President for approval and submission to the Personnel and Business Office.
4. All requisitions \$50,000.00 and over require sealed bids to be received before the item(s) can be ordered. This process must be sent through the Personnel and Business Office. Also, any requisition \$50,000.00 and over that is deemed to be for public improvement **must** go through the bidding process and be processed accordingly.

5. Departments may only order materials, supplies, services, etc., approved on the purchase order. **No substituting of items is allowed, nor can items be added to the order.** If materials are needed that are not included on the purchase order, a new purchase order must be obtained. If items requested on a purchase order are not available, departments cannot substitute other items.

Vendor Payment Procedures

1. Upon delivery of **materials, equipment, supplies, and/or services** a signed invoice must be submitted to the Personnel and Business Office. This certifies that materials, equipment and supplies were received or services were rendered and authorizes payment to the vendor. Vendors cannot be paid without a signed invoice.