Purchasing Procedures

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How to submit a purchase request (PR)

Non-encumbered Blanket Orders (NBPO) and Encumbered Blanket Orders (BPO)

PaymentNet procedures (Credit card)

Return Materials Authorization (RMA)

Petty Cash

Check Requests
Submitting a Purchase Request

- All orders must be submitted by completely filling out the web form
- **Purchase Requisition Form** (for NETS staff)
- Orders in excess of $10,000 require 3 vendors or a Sole Source
- Attach quote if available
NETS Purchase Requisition Form

For use by the NETS only.

Instructions

Please fill in as much information as possible on your purchase request. Price and part numbers are very helpful. The fields in red are required. To submit click on the "SUBMIT PURCHASE ORDER" button at the bottom of the page.

Account Key

General Account Key
- 331429 - NETS General: Materials & Supplies & Purchase Services
- 333265 - NETS General: Materials & Supplies & Purchase Services for NETS
- 334590 - NETS General: Materials & Supplies for Internal Specific Work
- 334590 - NETS General: Materials & Supplies for Internal Specific Work

Other
- Other Account Key

Comptroller Form

What device should be placed in comptroller room? □ Yes □ No

How will the property with the device received?

 Item  | Qty  | Description  | Part Number  | Unit Price  | Total 
-------|------|--------------|--------------|------------|-----
 1.     |      |              |              |            |     |
 2.     |      |              |              |            |     |
 3.     |      |              |              |            |     |
 4.     |      |              |              |            |     

Vendor Information - Please supply at least one vendor

Vendor 1
Vendor 2
Vendor 3

Reference Note:

Reason for purchase

A sum of $50,000 or over needs to be noted separately.

General Comment

Send Purchase Request  Complete
- The web form is emailed to pr@ucar.edu. (marla, susang, vandyke, abauer, hmail@netserver, cmcdill)
- The purchase request form is assigned a number by Susan and forwarded to the requester and pr@ucar.edu for approval
- Marla and Jim will email their approval and/or any comments or questions
- Orders **CANNOT** be placed without approval. This includes petty cash, check request, and credit card
- Once approved, Susan enters the PR into FileMaker
Purchase Request Entered into FileMaker
Once the PR is entered into Filemaker, the PR number is emailed to pr@ucar.edu for Amy to review.

Amy checks to make sure account keys and object codes are correct and emails her approval and/or corrections.

Marla or acting for Marla signs as well as Susan. If the order is over $10,000, Al Kellie signs up to $250,000.

If over $250,000, Katy Schmoll approves and/or signs depending on dollar amount.

If the PR is a large sum over $500,000, Rick Anthes will need to sign.

Equipment is approved by Dan Wilson.
Once signatures are obtained, a copy of the PR and any other important documentation, ie, quotes, delegation of authority etc. are made

- Originals are sent to contracts
- Contracts places the order
- A requisitioners copy is routed to Susan which details items order, cost, and expected delivery date
- Susan will notify end user of the expected delivery date
Purpose of NBPO and BPO

- A Non-encumbered Blanket Purchase Order (NBPO) and an Encumbered Blanket Purchase Order (BPO) are methods of filling anticipated repetitive requirements for supplies or services by establishing “charge accounts” with qualified sources of supply.
- Encumbrances means setting aside actual obligation of funds.
- This process eliminates the need for issuing Purchase Orders each time an order is placed. Orders can be placed against these awards without any additional paperwork. Each individual release against the NBPO or BPO must be under $5,000.
Non-encumbered Blanket Purchase Orders (NBPO)

- Non-encumbered Blanket Purchase Order (NBPO) - An award where no funds are encumbered until payment is made against the NBPO.
- All blanket awards will be written as NBPOs unless an encumbered award is specifically requested by the Requisitioner.
- This type of award will begin with a letter designation of N, followed by the last two digits of the year of award, plus the five digits of the Purchase Requisition (e.g., N01-12345).
- For example: Faison, Colotex.
Blanket Purchase Orders (BPO)

- **Blanket Purchase Order (BPO)** - An encumbered award where estimated funds are committed at the time the award is made.

- Orders placed under this type of award must not exceed the funds committed without a written modification to increase funds. This type of award will begin with the letter designation of B (e.g., B01-12345).

- At this time, we do not have any BPO’s established.

- List of NETS Contract/NBPO/PO Inventory can be found on the NETS Inventory page:
  - [https://www.cisl.ucar.edu/nets/internal/inventory/](https://www.cisl.ucar.edu/nets/internal/inventory/)
PaymentNet Procedures (Credit Card Purchases)

- Used for registration fees or urgent orders
- Each month, Susan enters the ordering information in PaymentNet online and in FileMaker
- Marla as the Approving Official (AO) approves the monthly PaymentNet online purchases and signs and dates the hardcopy statement
- Marla also reviews, initials, and dates all receipts, packing slips, and other relevant documentation
- The hardcopy statement is sent to finance by the 20th of the month. This is a firm date
- Periodically credit card purchases are audited
Return Material Authorization (RMA)

- Used for returning items to the vendor for any reason
- RMA’s are requested through contracts by Susan
- Please **Do Not** contact the vendor directly
- Once the RMA form is received from contracts, the item and form are taken to shipping
- A copy of RMA form is filed
- Replacement items are ordered through contracts
Petty Cash

- The purpose of the petty cash fund is to meet the needs, on a daily basis, of UCAR personnel encountering authorized business related expenses, allowable for reimbursement through petty cash, limited to the maximum amount of $100 per receipt, per vendor, per day. Receipts can be combined on one petty cash voucher. However, the limit per person per day is $200.

- Marla must pre-approve these purchases.
  - Exceptions are parking, toll fees, etc.

- The receipt must be signed by Marla or acting.

- The employee is reimbursed by the receptionist by submitting the original paid receipts and a "Petty Cash Voucher" signed by the employee.

http://www.fin.ucar.edu/guide/pettycash.html
Check Requests

- For purchases less than $500, employees may request reimbursement using the "Request for Check" form.
- May not be used for payroll or travel advances.
- Marla and Jim must approve prior to any request.
- We mainly use for mileage and home network access reimbursement.
Check Request Form in FileMaker

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FY08

CHECK, FOREIGN DRAFT, OR WIRE TRANSFER REQUEST FORM

Date:

Please make checks, drafts, or wire transfers payable to: (underlined area)

Name: ___________________________  Payee I.D. ___________________________

Address: ___________________________  Payee I.D. ___________________________

For the following purpose: (Check one)

- Registration Fees
- Legal, Office Supplies
- Repairs
- Library/Equipment
- Other: Please Explain

Account Number: ___________________________

Wire Information

Bank Name: ___________________________

Branch Name (if any): ___________________________

Branch Address: ___________________________

Account Name: ___________________________

Account Number: ___________________________

For Accounting Purpose

Account Origin: ___________________________

Account Number: ___________________________

Amount: ___________________________

Currency: ___________________________

Paid: ___________________________

Net (or Unpaid): ___________________________

Requested by: ___________________________

Approved by: ___________________________

* This form may not be used for Payroll Advances, Travel Advances, or Intergovernmental Personal Assignment (IPA) Agreements. See Procurement Policies for other limitations.
Link to the UCAR Contracts and Sponsored Agreements home page

QUESTIONS?