

PURCHASING PROCESS

A User's Guide for Ordering Goods & Services

July 1, 2014



Topics To Be Covered

- Who does the buying?
- How to Prepare a Purchase Requisition
- Light Meals and Refreshment
- Independent Contractors Agreements
- Honoraria
- Travel
- Reimbursements
- Summary

Who does the buying?

- **The Purchasing Department functions as the buyer for the college. All purchases are be done by the purchasing Department.**
- **NO ONE – except authorized Purchasing Staff should sign a contract and/or vendor agreements under any circumstance.**

CONFIRMING ORDERS – “Audit Finding”.

Note: The College is under no obligation to honor an invoice if the goods or services were obtained without an authorized purchase order. The employee should be prepared to personally assume the liability to the vendor.

How To Prepare the Purchase Requisition

Purchasing Requirements

- All requests for goods and services must be entered into CUNYFirst for Tax–Levy and prepared and submitted on a Purchase Requisition to the Purchasing Department for Non Tax–Levy.
- The requisitions should be completed and approved by department heads (or his/her designee).
- The department heads may also authorize persons in their department to sign the receiving report.
- An “Official Signature Card” must be completed and kept on file in the Purchasing Department for the individuals assigned as an authorized signatory for Non Tax–Levy.
- Purchase requisitions must be submitted to the

A Purchase Requisition Must include:

- Complete description of the item or service needed
- Quantity required and specifications
- The date when the item or service is required
- Requesting department name and number
- Name of contact person in the department
- Delivery information
- Recommended vendor or source if applicable
- A copy of a price quote if available
- The signature of the department head

Upon Receipt of a Requisition Purchasing Department will:

Determine if the purchase can be made from the list of preferred vendors

- **Purchases under \$5,000:- needs two or more faxed quotes**
- **Purchases \$5,001 – \$20,000:- needs an Invitation to Bid (ITB), lead time 2– 4 weeks**
- **Purchases above \$20,000:- require public advertisement in the City Record, lead time 3 – 6– months.**

MODEST MEALS & LIGHT REFRESHMENTS

Light refreshment and modest meals for meetings, events, and functions where official College business is conducted may be possible.

- Ø Meeting must be regarded as an **Exceptional Event**, not as routine business practice.
- Ø Meals among York College employees taken outside the office are **NOT** reimbursable from **Tax Levy funds**.

Exceptional Event: – When an out of town official, consultant, private firm or other party, who is not being paid by the City or

Allowable Meal Rates:

Ø Light refreshments, consisting of soft drinks, “coffee and cake” may not exceed **\$5.00 per person.**

Ø Modest meals, such as sandwiches and soft drinks may not exceed **\$12.00 per person.**

Before placing an order you must provide Purchasing with

- A purchase requisition (with appropriate authorized signatures)
- Documented relationship to York College business
- A meeting or conference agenda signed by an authorized signatory

To process for Payment, you must provide Accounts Payable with:

- Enter the receipts into CUNYFirst
- All original receipts
- A list of attendees signed by an authorized signatory — or — attendance list with attendees signatures.

Independent Contractor

Agreement

- An Independent Contractor Agreement (ICA) can be used with all funding sources
- ICA is used when hiring a contractor to provide a service
- The independent contractor must provide a Scope of Service to be performed and a Statement of Qualifications (client list and resume)
- The approved ICA, including the Scope of Service and the Statement of Qualifications, and a purchase requisition should all be submitted at the same time to the Purchasing

Honoraria

- A description of the services performed must be provided. If travel expenses will be included, a letter of justification and receipts will be required
- Honoraria can not paid to CUNY, City and State employees
- Each recipient of an honoraria must complete a citizenship form, an ICA and a W-9 form.
- Individual receiving payment for honorarium will receive a 1099 for tax

TRAVEL

Travel procedures are based on the New York State (NYS) Travel Guidelines issued by the Office of the State Comptroller.

- **Procedures for Obtaining Approval for Travel**

- Ø All travelers must complete a Authorization For Travel Form and obtain approvals **prior** to making any travel plans or commitments

- Ø The form must be signed by the department head & Vice Presidents

- Ø Conference Brochure/Agenda/Invitation/Flyer/Program or etc.

- Ø Hotel and Lodging must used the **STATE PER DIEM RATE, IF OVER THE PER DIEM RATE PRIOR APPROVAL is NEEDED**

- Ø Meals and incidentals should be paid by the travelers and a Travel Voucher for reimbursement shall be submitted to the Business Office/Accounts payable within 10 days of completion of travel

Upon return you must submit following

- Travel Voucher Form for CUNY signed by you and your supervisor
- Original boarding passes or copies of stamped Passport (if you have travelled outside of United States).
- E-ticket–emailed confirmation for airfare or the ticket itself with information about flight, dates and amount paid.
- Original itemized receipts/invoices/bills for hotel, meals, AMTRAK, bus, subway, tolls, bridges, tunnels, taxi, parking, and conference registration fee.
- Always provide an original itemized receipt for hotel and meals.
- If you choose to book/pay for your hotel through Expedia, Orbitz, etc, please ask the hotel for original receipt with a list of charges

Receiving Goods and Services

All purchases are received by one centralized receiving department (except for Staple's order)

- Once you have received the items, you are responsible for verifying that the quantity and quality of goods or services
- The signed receiving report and the package slip should be promptly entered into CUNYFirst and forwarded to Accounts Payable Department for payment

Non Reimbursable Items

The College is under no obligation to purchase or reimburse for the following:

- Ø Sale tax on an item
 - Ø Alcoholic beverages
 - Ø Refreshments*
 - Ø Desk sets, pencil cups, clocks, mouse pads, radios, other specialty desktop items
 - Ø Pictures or frames for office décor
 - Ø Plaques or awards for students, faculty, or staff
 - Ø Home Office furnishings (computer tables, file cabinets, stack trays, and the like)
 - Ø Water coolers or coffee service to individuals or departments
 - Ø Imprinted items other than for admissions/recruitment – pens, shirts, calendars, etc.
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- **You must check with Purchasing before making any purchases for clarification and further guidance. Please make sure that there are sufficient funds in your Budget to cover the request.**

Personal Reimbursement

It is preferable for OTPS expenditures to go through the Purchase

Requisition process. The personal reimbursement procedure should be

used only in a case of an emergency.

- Ø Complete the personal reimbursement form. You must indicate the date, a brief description, and cost for each item. **Please attach all original dated receipts. All receipts must indicate the name and address of the vendor. Tax will not be reimbursed. Please attach all packing slips as appropriate.**
- Ø The form must be signed by the individual and the supervisor. You cannot sign for a personal reimbursement for yourself. A letter of justification is required in lieu of lost receipts.

Letter of Justification

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A letter explaining why it was necessary that the items were purchased with personal funds must accompany all requests for personal reimbursement. If items were purchased for an event, please include documentation outlining the event (flyers, invitations, programs, brochures, itineraries). The letter must be

SUMMARY

- All purchase orders (except Staples online) must be placed (executed) by the Purchasing Department
Unauthorized orders are subject to non-payment by the funding entity. Individuals who place unauthorized orders may be held personally liable for payment
- All requests for goods and services must be submitted on a purchase requisition
- All requisitions must include appropriate budget codes, have sufficient funds to support the purchase, and contain a detailed description of the good or service needed
- All requisitions must be properly authorized
- The timely submission of purchase requisitions will help to assure the timely delivery of orders
- Purchasing must follow all CUNY and New York State guidelines when spending Tax Levy funds. **Always check with the Purchasing prior to making any purchasing decision to determine if the expenditure is allowable**

THE END

