



Requisition to Check

Procurement Services

Email dated April 12, 2018 from
Cheryl B Schrader, Ph.D., President, Wright State University



To this end, the following spending reduction measures will take effect immediately:

1. All overnight travel must stop unless funded by a third party. If registrations or reservations have already occurred, they should be canceled and all efforts made to recoup any funds already expended.
2. Local travel is limited to situations critical to maintaining university operations.
3. Purchasing card spending limits will be immediately reduced to \$250 per purchase and \$500 per month. This does not apply to restricted funds that are reimbursed by a third party or to previous exceptions granted.
4. No minor construction projects will be performed unless they have a life/safety component. Facilities Management and Services will have the final determination.
5. Catering that is not funded by external parties is not permitted.
6. Reimbursements for local business meals will be discontinued.
7. No personal memberships or dues will be paid.
8. Supply purchases should be significantly reduced and limited to those absolutely necessary to operations.

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9. Desktop and laptop computers and tablets will not be replaced unless nonfunctional. If in doubt, contact CaTS for an assessment of the device.
10. No consulting agreements should be executed without a direct demonstrable revenue impact.
11. All university contracts must be used when acquiring goods or services, where such contracts exist. Most are in WrightBuy punchouts. For those that are not, Procurement will change the vendor if necessary. Please contact Lindsay Range at 775-2412 if you have questions.

Outside of these specific guidelines, we ask that you do not spend anything unless absolutely necessary.

It is understood that a few exceptions to the above restrictions may be required to deliver on the core mission of the university. In these instances, follow the process below to request an exception:

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1. The unit and individual requesting the exception will:
 - a. Write a brief narrative describing the criticality of the exception
 - b. Provide an estimate of the cost
 - c. Indicate the source of funds for the activity
 - d. Submit the request to the Dean, Vice President, or appropriate division leader
2. The Dean, Vice President, or division leader will review the request and:
 - a. Disapprove or forward for the President's review
 - b. Approve if appropriate when the requester uses foundation or grant funds to cover the expense
 - c. If the request requires use of university funds and is deemed to be critical, write a brief statement indicating the rationale for recommending approval and forward the request to the President
3. The President or her designee will review and communicate approval or disapproval to the Dean, Vice President, or division leader

University Policy No. 9320

“Purchasing From External Vendors”



➤ Requisitions

- A requisition in the WrightBuy e-procurement system is necessary
 - Copies of quotes, contracts, or documentation can be scanned and attached
 - In the field “Product Description” the requisitioner must include a detailed description of the item being purchased and a business purpose.
 - Important to choose the appropriate commodity code

➤ \$0 to \$9,999

- Requisitions are required to have a quote attached from the vendor they are purchasing from.

➤ \$10,000 to \$24,999

- Requisitions are required to have a quote attached from the vendor they are purchasing from and a competitor’s quote.
- The “Sole Source Justification” form maybe used if applicable.

University Policy No. 9320

“Purchasing From External Vendors”



- Over \$25,000
 - A formal bid process must take place (or)
 - The item/service may be purchased from a State, Cooperative or Consortium contract that will be reviewed by the Purchasing staff for appropriateness
 - The “Sole Source Justification” form maybe used if applicable.
 - Board of Trustee approval requirements as of June 8, 2017
 - In order to exercise stewardship over financial resources, the Board of Trustees directs the President to develop a policy requiring the following with regard to single purchase transactions in a single fiscal year to a single vendor:
 1. Notification to the Finance Committee of purchases between \$150,000 and \$249,999;
 2. Approval by the Finance Committee of purchases between \$250,000 and \$499,999; and
 3. Approval by the Board of Trustees of purchases of \$500,000 or more.

University Policy No. 9320

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- In addition, the administration will provide a list of the following expenditures at least annually:
 1. A list of external consultants paid more than \$50,000.00 per fiscal year;
 2. A list of all stipends/allowances/bonuses paid by the university.

The actual amount of individual purchases approved by the Board of Trustees or Finance Committee may vary by 10% without further Board or Committee action, however the Finance Committee should be informed of any overruns. Purchases approved which exceed the approved amount by more than 10% must be re-approved by the Board of Finance Committee. Should a single project require the use of 6 multiple vendors/suppliers, the aggregate amount spent should be reported/approved based upon the criterion defined above.

WrightBuy and the Procurement Process



- Departmental Purchase Order (eDPO)
 - eDPO will only be entered for revenue and general ledger (non-expense processing) after 7/1/17.
- Non-Catalog Process
 - Steps for the non-catalog form;
 - The department must process a receipt for the purchase order if delivery did not go through Receiving.
 - Purchase orders that should not go to the supplier, you must indicate in internal notes “Not sending PO to supplier”.
 1. This may include; departmental subscriptions and memberships, maintenance renewals, wire transfer etc.
 2. Change the Distribution from the supplier to your email address
 3. In the event that you have an “unauthorized purchase”, to lessen the confusion, you may not want the PO sent to the supplier.

WrightBuy and the Procurement Process



- Merely attaching the invoice to the requisition will not get it paid.
- Temporary Staffing Services (NESCO)
 - For the main campus, restricted and unrestricted funded positions still go through Meltem Kokaly, Talent Acquisition Lead, MS, PHR.
 - Department will input a Standing Order requisition for the approved time period.
- Wire Transfer
 - In external notes attach the required documentation
 1. PO and required documentation will be faxed to the Bursar's Office
 2. Indicate in external notes "Wire Transfer"
 3. Change the Distribution from the supplier to 937 775 5775 (Bursar's fax)
 4. For a "New Supplier" you must submit a bank letter verifying the bank, routing information and customer account numbers.
 - Add \$25.00 line item for Wire Transfer fee

WrightBuy and the Procurement Process



- Standing Order Process
 - Information for Standing Order Renewals for FY21 will be communicated in April 2020
 - Please make the supplier aware that this is for drop shipments and not a one time order.
- Change Order Process
 - Increasing a purchase order
 - Input the requisition at the dollar amount you want it increased by, then add the detail as you normally would
 - Decreasing a purchase order
 - Input the requisition at \$0.00, then add the detail as you normally would.

WrightBuy and the Procurement Process



➤ Certificate of Insurance

- Any supplier who is coming onto campus to provide a service or delivery of goods, must provide a certificate of insurance (COI) prior to their visit.
 - COI is not required if the Wright State University contract template is used.
 - For specifics, see Paragraph 4 Damage and Insurance in the Procurement Terms and Conditions document on Purchasing website.

➤ Other Related Items

- Purchase orders using unrestricted funds can no longer cross fiscal years
- Orders being processed through the punch-out for Apple, regardless of payment type are reviewed by the Purchasing staff.
- A letter will be sent to all active WrightBuy suppliers informing them that they are not to process an order or start work until they have a purchase order or credit card authorization.



Requisition to Check

Contract Services

- ❑ Terms and Conditions on a Supplier Quote or Supplier Contracts
 - ❑ <http://www.wright.edu/business-and-finance/campus-auxiliary-and-business-services/contract-services/contract-approval-process>

- ❑ WSU Contract templates
 - ❑ <http://www.wright.edu/business-and-finance/campus-auxiliary-and-business-services/contract-services/contract-templates>

- ❑ Contract Approval and Signatory Authority Policy 9350
 - ❑ <http://policy.wright.edu/policy/9350-contract-approval-and-signatory-authority-policy>

- ❑ Mandate use of existing contracts (Ohio Task Force on Affordability & Efficiency in Higher Education established by Governor Kasich)
 - ❑ <https://www.ohiohighered.org/affordability-efficiency>
 - ❑ <http://www.wright.edu/business-and-finance/campus-auxiliary-and-business-services/contract-services/contracted-suppliers>

Requisition to Check

Accounts Payable

Accounts Payable



Processing an Invoice for
payment with Accounts Payable
(AP)

Accounts Payable

New suppliers being entered in WrightBuy

- 2 forms needed – attach to requisition in internal attachments in WrightBuy
 - WSU A/P W9 Form
 - OPERS Form (only needed for professional services, not goods)
- 1 form needed for employee reimbursements
 - AP Direct Deposit Authorization Form
 - Forward to 301 UH or fax to x2706

Vendor Address changes

- Select “New Supplier” in WrightBuy
- Attach a new WSU W-9 Form

Accounts Payable

WSU A/P W9 Form

WRIGHT STATE UNIVERSITY
A/P W9 PAYMENT COMPLIANCE FORM
REQUEST FOR TAXPAYER IDENTIFICATION NUMBER AND CERTIFICATION
AND VENDOR INFORMATION REQUEST

| |
|--|
| Banner UID: _____ This area is for office use only. |
|--|

In accordance with Internal Revenue Service and State of Ohio regulations, we are required to obtain the following information for all businesses and individuals to whom we make payments. Please fill out all information that applies to you or your business. Print, sign and return the completed form to the person you are working with at Wright State University.

Ordering Address/Information

Company/Individual Name _____ Business Name _____
(As shown on Income Tax Return) (If applicable)

Address _____ City _____ State _____ Zip _____

Phone No. _____ Fax No. _____ Email address _____

U.S. Citizen? Yes No County _____

Remit to Address (If different from above)

Address _____ City _____ State _____ Zip _____

Federal Tax Classification (REQUIRED). Check the most appropriate category below (please check ONLY one)

- Sole Shareholder of a Sub-Chapter S Corporation or Sole Member of a Limited Liability Company (SSN# Required below) Date of Birth* _____ (MM/DD/YYYY) * Required by State Law
- Individual (SSN# Required below) Date of Birth* _____ (MM/DD/YYYY) * Required by State Law
- C-Corporation S-Corporation Partnership, LLC, or LLP
- Government agency or organization that is tax-exempt under Internal Revenue Service guidelines (e.g. IRC 501C3 entities)
- Sole Proprietorship (SSN # Required below) Date of Birth* _____ (MM/DD/YYYY) * Required by State Law

Taxpayer ID No (TIN) _____ OR SS# _____

Accounts Payable

OPERS Form



INDEPENDENT CONTRACTOR/WORKER ACKNOWLEDGMENT

Ohio Public Employees Retirement System
277 East Town Street, Columbus, Ohio 43215-4642

Employer Services: 1-888-400-0965
www.opers.org

This form is to be completed if you are an individual who begins providing personal services to a public employer on or after Jan. 7, 2013 but are not considered by the public employer to be a public employee (e.g., you are an independent contractor) and will not have contributions made to OPERS. This form must be completed not later than 30 days after you begin providing personal services to the public employer.

STEP 1: Personal Information

Social Security Number

Date of Birth

Month Day Year

First Name

MI

Last Name

Name of Current Employer

I am an OPERS or other retirement system benefit recipient

Accounts Payable

AP Direct Deposit Authorization Form



3640 Colonel Glenn Hwy.
Dayton, Ohio 45435
wright.edu

DIRECT DEPOSIT AUTHORIZATION FORM

Instructions:

This form is to be used to authorize direct deposit of payments processed through Accounts Payable. Please complete this form in ink and return it along with a cancelled check to Accounts Payable.

CONTACT INFORMATION:

Name _____

UID _____

FINANCIAL INSTITUTION INFORMATION:

Account Number _____

Routing Number (9 digits) _____

Please mark one: Checking Savings

AUTHORIZATION:

I hereby acknowledge that any errors in completing this form will delay setup of direct deposit payments. I hereby authorize Wright State University to

Accounts Payable

Points to remember:

1. The University observes a Net 30 day policy on vendor payments unless a discount is being offered.
2. To segregate duties, AP does not pull invoices or contracts from WrightBuy.
3. All invoices should be coming directly from the vendor to AP.
 - a. Quotes or ProForma invoices are not acceptable support for payment.
 - b. Departments receiving invoices directly from the vendor should forward those to AP immediately.

Accounts Payable



Points to remember (continued):

4. Invoices line item descriptions should match the Purchase Order Line item descriptions

Accounts Payable

Points to remember (continued):

5. If a requisition is generated from an invoice and not a contract, a copy of the invoice must be provided to AP in addition to being attached to the requisition in WrightBuy.
 - a. Handwrite the Wright Buy Purchase Order no. on the invoice (P00XXXXX)
 - b. Receive the good or service in WrightBuy or
 - c. Include the words “ok to pay” and legible signature and date on the invoice

Accounts Payable

Points to remember (continued):

6. If items are received directly by your department and not by the Receiving Department, you need to either:
 - a. Submit a Payment Approval Receiving Report to AP or
 - b. Receive the good or service in WrightBuy



PAYMENT APPROVAL – RECEIVING REPORT REQUEST

This form is required for all goods and/or services purchased on a Purchase Order that physically will not be received by the Receiving Department (ie: Services or items delivered directly to the department). This form is part of the payment process and by signing below authorizes Accounts Payable to make payment to the Vendor.

Please complete the information below, attach the vendor packing slip, sign and mail to Accounts Payable, 301 Univ. Hall. You may fax it to Accounts Payable at x2834, but you must still mail the original.

Purchase Order # _____ / _____ is complete.
(Vendor)

Purchase Order # _____ / _____ is not complete.
(Vendor)

Purchase Order # _____ / _____ has been
(Vendor)

Requisition to Check

Procurement Card

- New Limits:

 - Monthly Default Limit - \$1000

 - Single Transaction Default Limit - \$500

- If using WrightBuy to make purchases **is not** possible and purchase is above the limit on your ProCard, a request can be made for a temporary increase.
- The increase requires budget available and Business Manager approval. In your request, include why it is needed and the FOAP.

- ❑ Acceptable Purchases
 - ❑ Approved travel
 - ❑ Items purchased from WrightBuy punch-out catalogs
 - ❑ Equipment purchase under \$250.00
 - ❑ Purchases that follow university policies
 - ❑ Purchases not otherwise disallowed by an official university communication

- ❑ Hazardous Materials Restricted
 - ❑ Hazardous Materials **cannot** be purchased with a ProCard
 - ❑ Any questions should be directed to Environmental Health & Safety

<https://www.wright.edu/facilities-management-and-services/environmental-health-and-safety/hazard-communication>

- ❑ Compliance Monitoring
 - ❑ **Split Transaction or Pyramiding** - Wright State Policy 9340.3 states that practice of grouping procurement card transactions to the same vendor, with the sum total exceeding the single transaction card limit is prohibited.
 - ❑ **Unauthorized Merchant** – Vendors can be flagged as an Unauthorized Merchant. When purchases are made from a flagged merchant the Procard Administrator receives a notification and the cardholder will be contacted.

❑ International Transaction Fees

Wright State University is charged a 1.5% International Transaction Fees. This fee is shown on a separate line on the ProCard statement.

05-29 05-26 05131667147171471219956 EARL LEBREC ENGLESQUEVILL FRA 13.48

(FOREIGN CURRENCY) \$12.00 EUR 05/29 (RATE) 0.8902

05-29 05-26 05131667147171471219956 INTERNATIONAL TRANSACTION FEE 0.20

Chrome River

- All procard transactions are processed in Chrome River
- All transactions should be processed within 25 days of purchase date
- All travel requires a Chrome River pre-approval.

Chrome River

- ❑ **Common Travel Report Errors**
 - ❑ Missing conference agenda
 - ❑ Missing itemized receipt
 - ❑ Missing flight itinerary
 - ❑ Missing flight comparison
 - ❑ Not using Chrome River to calculate mileage
 - ❑ Not commenting that a personal credit card was used