Requisition to Check

Procurement Services
Outlined below is a list of expenditure categories where we expect to see significant reductions. Specific criteria and considerations are also noted.

- All overnight travel must stop immediately unless funded by a third party, required by university policy, or subject to a collective bargaining agreement. If registrations or reservations have already occurred, they should be canceled and all efforts made to recoup any funds already expended. Local travel must be kept to an absolute minimum.

- No minor construction projects will be performed unless they have a life/safety component. Facilities Management and Services will give the final determination.

- Catering that is not funded by external parties is to end immediately.

- Reimbursements for local business meals will be discontinued. It is recognized that a few sanctioned activities, such as candidate interviews or recruiting activities, may be necessary. These should be kept to an absolute minimum.
No personal memberships or dues will be paid or reimbursed.

Supply purchases should be significantly reduced. Only those supplies absolutely necessary should be purchased.

Do not replace items such as desktop and laptop computers or tablets until and unless nonfunctional. If in doubt, contact CaTS for an assessment of the device.

No consulting agreements should be executed without a direct demonstrable revenue impact.

No purchases or replacements of furniture should be made.

All university contracts must be used when acquiring goods or services, where such contracts exist. Most are in the WrightBuy punchouts. For those that are not, Procurement will change the vendor if necessary. Please contact Lindsay Ramge at 775-2412 if you have questions.

All cellphone allowances will be discontinued.
University Policy No. 9320
“Purchasing From External Vendors”

- **$0 to $24,999**
  - A requisition in the WrightBuy e-procurement system is necessary
    - Copies of quotes, contracts, or documentation can be scanned and attached
    - Important to choose the appropriate commodity code

- **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
University Policy No. 9320
“Purchasing From External Vendors”

- **Over $25,000**
  - 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:
      - Notification to the Finance Committee of purchases between $150,000 and $249,999; **Approval by the Finance Committee** of purchases between $250,000 and $499,999; and
      - Approval by the Board of Trustees of purchases of $500,000 or more.

In addition, the administration will provide a list of the following expenditures at least annually:
- A list of external consultants paid more than $50,000.00 per fiscal year;
- 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.
Departmental Purchase Order (eDPO) and Check Only
- eDPO will only be entered for revenue and general ledger (non-expense processing) after 7/1/17.
- Check Requests will not be processed/available after 7/1/17.

Non-Catalog Process
- The steps that either the system or purchasing has performed in the past when you used the eDPO or Check Request, you must do. These steps are;
  - The department must process a receipt for the purchase order.
  - For purchase orders that should not go to the supplier, you must indicate in internal notes “Do not send PO to supplier”.
    - This may include: departmental subscriptions and memberships, maintenance renewals, wire transfer, etc.
    - In the event that you have an “unauthorized purchase,” to lessen the confusion, you may not want the PO sent to the supplier.
    - Merely attaching the invoice to the requisition will not get it paid.
WrightBuy and Procurement Process Changes

- Sam’s Club will be processed on a non-catalog form.
  - Input requisition (draft cart), use the requisition number with Sam’s Club, purchase your items, finish draft cart (attach documentation), once the requisition is through approval ques and becomes a purchase order - write PO number on receipt and send to accounts payable.

- 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
  - Indicate in internal notes “Do not send PO to supplier”
    - PO and required documentation will be emailed to the Bursar’s Office
    - For a “New Supplier” 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 Procurement Process Changes

- **Standing Order Process**
  - **Standing Order Renewals for FY18**

- **Change Order Process**
  - Increasing a purchase order
    - **No change**
  - Decreasing a purchase order
    - Input the requisition at $0.00, then add the detail as you normally would.

- **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
- Do not release your FY18 WrightBuy draft carts prior to 7/3/17
- After July 1, 2017 the Purchasing staff will review all requisitions (since the eDPO Orders being processed through the Pomeroy and Apple punch-out regardless of payment type and punch-out orders when the credit card is not used, are reviewed by the Purchasing staff and Check Request will no longer be an option).
- A letter will be sent to all active WrightBuy suppliers in June/July 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
Contracts

- Terms and Conditions on a Supplier Quote or Supplier Contracts

- WSU Contract templates
Contracts

- Contract Approval and Signatory Authority Policy 9350

- Mandate use of existing contracts (Ohio Task Force on Affordability & Efficiency in Higher Education established by Governor Kasich)
  - [https://www.ohiohighered.org/affordability-efficiency](https://www.ohiohighered.org/affordability-efficiency)
Requisition to Check

Accounts Payable
Requisition to Check

Procurement Card
ProCard Administration

- **New Limits:**
  - Monthly Default Limit - $5000
  - 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.
ProCard Administration

- **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

ProCard Administration

- 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