

# COLORADO STATE UNIVERSITY-PUEBLO PURCHASING MANUAL

I. PURPOSE

A Requisition (RQ) is an internal source document submitted to Procurement Services (PS) by a campus department to initiate an order for goods or services and to authorize a specific account(s) to be charged for that purchase. A requisition is not a purchase order.

II. POLICIES

- A. Departments use a RQ to request the Office of Procurement Services to obtain goods and services that are not authorized for acquisition by petty cash, PCARD or Intra-Departmental Voucher.
- B. Departments shall not request vendors to order goods or perform services prior to receipt of an authorized Purchase Order unless an emergency exists and procedures in paragraph IV.C below are followed. Departments or individuals who violate this policy are in violation of state and University policies and procedures even though a “confirming” RQ may be submitted later. All persons involved in the making of an unauthorized commitment of state (CSU-Pueblo) funds may be held personally liable for the amount of the obligation, and CSU-Pueblo and the state are not responsible for such payments.
- C. Procurement Services prepares and issues the Purchase Order to a vendor based on price, quality, available delivery, etc. (A copy of the purchase order is also forwarded to the department).
- D. All written agreements requiring the University’s signature MUST be processed by Procurement Services, regardless of dollar amount.
- E. RQs for current year appropriated funds should be submitted to Procurement Services in sufficient time to ensure receipt of goods and services before June 30 (current fiscal year-end). The last day on which PS will accept a RQ that requires a procurement solicitation to be conducted pursuant to the CSU-Pueblo Procurement Rules for issuance of a commitment voucher within the current fiscal year is May 1. Where no solicitation is required (Purchasing Agency discretionary range or previously established approved sole source), the deadline is May 30.
- F. RQs for renewals for the next fiscal years, typically open POs or service/maintenance agreements, should be submitted to PS in sufficient time to ensure the commitment voucher, either a PO or contract, is in place on or before July 1 (the beginning of the next fiscal year). The last day on which PS will accept the RQ for issuance of a commitment voucher for the next fiscal year is June 15.

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- G. Departments are responsible for requesting a purchase order amendment when a cancellation or a change in quantity, specification, etc. of an item or service is desired after the Purchase Order has been issued. See paragraph IV.D below.
- H. Departments are responsible for completing a journal entry request for all account number and object code changes. (Please refer to Financial Services Policy and Procedures).

### III. PROCEDURES

Departments should submit a RQ to Procurement Services to purchase goods, and services when the PCARD or CR is not authorized. All RQs are created in the AIS System and submitted to Procurement Services with all pertinent backup documentation, including a completed W-9 by the vendor as required by IRS regulations, and any vendor-supplied agreement or term sheet that is to be considered.

RQs initiate all purchases made by Procurement Services; however, purchases may require certain data entry, annotations, approvals, documents, and certifications. Procedures for obtaining various goods, and services are outlined in the paragraphs below

- A. Goods. Complete a Purchase Requisition in AIS for all purchases if not using the PCARD.
- B. Copiers. Departments desiring to rent, lease purchase or purchase a copy machine should proceed as follows:
  - 1. Contact Procurement Services for preliminary discussion of copier needs. Purchasing Agent (PA) will than contact authorized vendors on desired recommended machines.
  - 2. Authorized vendors give copy machine demonstrations upon request. PS must arrange these demonstrations.
  - 3. The department prepares and submits RQ and along with requested copier and price quote to PS who in turn will process a Purchase Order upon evaluating the requisition.
- C. Narcotics and Dangerous Drugs. Departments requiring purchase of narcotics and controlled substances under the Controlled Substance Act of 1970 must file an approved application to the Director of Environmental Health and Safety and the responsible Purchasing Agent. The Director of Environmental Health and Safety

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provides these forms. Use RQs for purchases. PCARD and CR is NOT ALLOWED and may result in immediate revocation of PCARD and purchasing privileges as well as other penalties. The Colorado State University-Pueblo's DEA number must be documented after each use to maintain a campus-wide inventory as required by law.

- D. Computer Purchases. All computer purchases are required to go through IT Department. The IT department has the ability to purchase these items on their PCARD. Departments will be billed directly on the PCARD for these purchases.
- E. Maintenance. Departments should submit a RQ for maintenance agreements. If the vendor does not require a written contract, the PCARD can be used within established dollar limits. Special procedures apply to maintenance of typewriters and computers. Contact PS for more information. **NOTE: If there is a written vendor agreement, DO NOT SIGN IT, but return it to PS attached to your RQ. PS will initiate a contract acceptance form, and obtain authorized signatures.**
- F. Repair of equipment. Use a RQ if the cost will exceed the PCARD limits. If possible, obtain estimates for repair costs from possible vendors and submit the estimates along with the RQ to Procurement Services. Once the repair is complete, forward the invoice to Accounts Payable for payment. If the invoiced differs from the PO amount, the PO can be adjusted by Amendment, either up or down prior to payment.
- G. Services. USE a RQ for services \$5,000 and greater and for service agreements, which are more advantageously handled on a central basis via consolidation or competitive bid.
- H. Equipment lease and rentals. Use a RQ for rentals that exceed PCARD limits, or where rental agreement exists (departments ARE NOT AUTHORIZED to sign rental agreements). All rentals shall be less than three months, in duration and non-recurring. Leases and lease purchases must be processed by Procurement Services, regardless of dollar amount.
- I. Advance Payment. The policy of the University is to pay against a PO only after receipt of goods or services; however, if the type of purchase or policy of the company requires an advanced payment in full or in part, notation should be made on the RQ. If approved by the University Controller (or authorized delegate), the advanced payment will be transmitted to the vendor.
- J. Sole Source Purchase. Sole Source Purchase (the designation of a manufacturer or 'brand name only' for goods or a specific vendor for service) is permitted only when

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fully justified by the requestor and approved by Procurement Services. Competitors' deficiencies shall also be documented. All requests for sole source purchase must have a statement addressing "conflict of interest". Departments requesting a sole source purchase should visit Procurement Services website for instruction and documentation format. All sole source purchase requests will be posted for a minimum of three (3) business days on the State of Colorado "Bids" website as a Notice of Proposed to Sole Source. The mere mention of a particular brand name or vendor name in a grant proposal is not a sufficient basis for a sole source; the granting agency must clearly direct the University to use restricted funds for the product or services, or the purchase will be competed.

- K. Trade In. Departments should coordinate with Procurement Services if it desires to trade-in an item on the purchase of a new item. If the trade-in is agreed upon, the Purchase Requisition should fully identify the item to be traded and must be accompanied with a "Property Inventory Deletion Form" (PIDF) form which includes full description, manufacturer, serial number, and University decal number, if applicable, of the item to be traded. The Property Department must approve the PIDF form prior to submitting the Purchase Requisition to Procurement Services. The PIDF form is available in the Facilities Property Department.

## IV. PURCHASE ORDER (PO)

- A. General. Procurement Services will evaluate all possible ways of satisfying the stated requirement for goods and services to include use of surplus materials. The Surplus Property Manager will advise the Purchasing Agents of surplus items that are available for reissue or possible sale. If none of these sources can provide the goods and services requested, Procurement Services will issue a PO only after all source selections have been met.
- B: PO review by document. After the PO has been approved by the authorized Purchasing Agent, a copy of the PO is forwarded to the ordering department. Upon receipt of the PO, the department should check the PO against the RQ and contact Procurement Services regarding any errors. The ordering department is ultimately responsible for the accuracy and completion of all specifications and requirements.
- C. Emergency purchasing. An emergency PO should be used only when an emergency condition (as defined in University Fiscal Rule, Sec 2.6 and CSU Procurement Rule V.C.2) prevents the use of a competitive procurement method. The University may authorize an emergency procurement only when an official who is authorized to declare an emergency has done so. Emergency procurements may be negotiated on a sole source or limited

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competition basis as dictated by the circumstances surrounding the emergency, in the discretion of the Director of Procurement Services or designee. Only the goods and services needed to meet the emergency conditions will be procured without competition. For more details on emergency purchases, consult, the Colorado State University - Pueblo Procurement Rules, section V.C.2.

D. Purchase Order Amendment

Requirement. A Purchase Order Amendment is required when the vendor, quantity or description of an item(s) is changed, when there is a major change in price, when items are deleted or added or if department requirements change or no longer exist. A change in delivery date or minor change in price generally does not require an Amendment.

Procurement Services will prepare and approve the Purchase Order Amendment. The department is responsible for initiating the Amendment request by written communication to the Purchasing Agent.