



MIDWESTERN
STATE UNIVERSITY

mwsu.edu

Purchasing 101



Training Objective:

- Give a basic overall view of the purchasing process (Req to Check)
- Help us by helping you. Things that can be done to expedite the requisition process.
- Discuss upcoming end of the fiscal year processing

What are University Purchasing Methods?



MIDWESTERN STATE UNIVERSITY
DIRECT PAYMENT VOUCHER

DATE _____ 20____

Department Reference No. _____

I certify that there are sufficient funds to cover this payment request (F O B & V L checked) and that this reimbursement or payment corresponds in every particular with the terms of my budget restrictions. I certify that this purchase was made on behalf of the University.

Department _____ F-O-P Fund - Organization - Program / Description _____

Vendor Name _____

Address _____

City, Zip _____

Banner Vendor ID → _____ New Vendor: Federal Tax ID or Social Sec. _____

Service/ Delivery Date	Description of Goods or Services - Include Invoice Number	Qty

PLEASE PROVIDE MAILING INSTRUCTIONS IN THE ABOVE SPACE

Please attach ORIGINAL invoice for supporting documentation. Payment to a vendor should be made to the vendor's account.

For meals for business purpose reimbursement, both the restaurant itemized ticket and the paid receipt must be submitted with the Entertainment Expense Form.

For other reimbursements to individuals, proof of payment by the individual must be attached.

Approved: Budgetary Unit Head _____ Date _____ Approved: Senior Administrator _____
Name and Extension of Person to Contact if there are questions about this request: _____

Approved: Business Office _____ Date _____

Call the Business Office at 397-4107 with any questions or concerns.

Account Code(s): _____ Date: _____

Distribution: 1 Copy - Business Office 1 Copy - Department's Copy Rev. 02/08



...and it can't go on a P-Card...

If it can't go on a DPV...

MIDWESTERN STATE UNIVERSITY
PURCHASE REQUISITION

PO# Assigned _____

CHECK ONE: ORDER HAS BEEN PLACED PLEASE PLACE ORDER BUYER INITIALS _____

Requisition	Order Date	Trans Date	Delivery Date/Print Date	Total
PO08023	May 13, 2014	May 13, 2014	May 13, 2014	1,035.00

Origin: SELF SERVICE
Contract: Y
Approved: Y
Type: Procurement
Cancel Reason: No Requisition
Item: Student Support Services
Requester: Joe Murgato
Phone Number: 343-297-4109 x 4105
E-mail: joe.murgato@msu.edu
Accounting: Document Level

Ship to: Midwestern State University
3410 Lath Blvd
Barron Building Westwing
Wichita Falls, TX 76308-2099
Attention: Daniel Warehouse Receiving Staff
Submitt: Daniel Warehouse Receiving Staff
Phone Number: 940-327-4693 x 4693

Vendor: M03144027 Business Industries Inc
283 Commerce Green Blvd Ste 155
Sugar Land, TX 77478
Phone Number:
Fax Number:

Document Text (Esc): Student Support Services

Requisition	Commodities	U/M	Qty	Unit Price	Ext Amount	Disc	Addl	Tax	Cost
1	Computer, Dell Optiplex 3820 CTO (110-AE99)A	A	1	1035.00	1,035.00				
				0.00	0.00				0.00
									See Attached Quote # 4179223105.dml 04/01/14
									Contract: TX 030-1933
									Total: 1,035.00

Seq#	COA	Index	Fund	Orig Acct	Prog	Actv	Locn	Proj	NSF	Susp	NSF	DFW	Sum	Amount
1	X	34	4286	2860	7300	08			N	N	N	A		1,035.00
Total of displayed requisitions:														1,035.00

Budgetary Unit Head Approval: _____ Date _____

Senior Administrator Approval: _____ Date _____

Purchasing Director: _____ Date _____

NOTE: Any University employee who makes a contract for supplies, equipment and/or services without a purchase order from the Purchasing Department, herein may be held personally responsible for clearing the account with the vendor.

...it must go on a requisition!!!

And it cannot be ordered by the department.

The DPV (Direct Payment Voucher)



MIDWESTERN STATE UNIVERSITY
DIRECT PAYMENT VOUCHER

DATE _____ 20 ____

Department Reference No. _____

I certify that there are sufficient funds to cover this payment request (FGIBAVL checked) and that this reimbursement or payment corresponds in every particular with the terms of my budget restrictions. I certify that this purchase was made on behalf of the University.

Department _____ F-O-P Fund -Organization-Program / Description _____

Vendor Name _____

Address _____

City, Zip _____

Banner Vendor ID → _____ If New Vendor: Federal Tax ID or Social Security No. _____

Service/ Delivery Date	Description of Goods or Services - Include Invoice Number	Quantity	Unit Price	Amount
PLEASE PROVIDE MAILING INSTRUCTIONS IN THE ABOVE SPACE				TOTAL →

Please attach ORIGINAL Invoice for supporting documentation. Payment to a vendor should not be made from an Invoice copy.
 For meals for business purpose reimbursement, both the restaurant itemized ticket and the paid receipt must be submitted with the Entertainment Expense Form.
 For other reimbursements to individuals, proof of payment by the individual must be attached.

Approved: Budgetary Unit Head _____ Date _____ Approved: Senior Administrator _____ Date _____

Name and Extension of Person to Contact if there are questions about this request: _____

Approved: Business Office _____ Date _____

Call the Business Office at 397-4107 with any questions or concerns.

Account Code(s): _____
 Date: _____

Distribution: 1 Copy - Business Office 1 Copy - Department's Copy Rev. 02/08

Acceptable Use of the DPV



The following have been identified as items that may be presented directly to the Business Office for payment using a Direct Payment Voucher (DPV). These items do not involve the Purchasing Office or require a Purchase Order or Purchase Requisition to order from the vendor:

- a. Registration fees for conferences, seminars and workshops (These can be paid for using the University Procurement Card or processing a DPV).
- b. Umpire/Officials fees for referring sporting events.
- c. Memberships (These can be paid for using the University Procurement Card or processing a DPV).
- d. Overnight hotel lodging (paid on behalf of an official University guest).
- e. Fees for performers and entertainers.
- f. Business meal reimbursements.
- g. Fees for Guest Lecturers.
- h. Subscriptions and Periodicals (unless a Purchase Order is required - may also be purchased using the University Procurement Card).
- i. Filing fees for work to be performed on buildings (i.e., Texas Department of Health).
- j. Professional registration/license fees (excluding software licenses).
- k. Postmaster-Permit, bulk rate fees and meter charges.
- l. Insurance premiums.
- m. Bus charters (unless a Purchase Order number is required by the company).
- n. Publications and audio-video material (prepared materials only).
- o. Miscellaneous fees and assessments (i.e., accreditation, royalty, copyright and appraisals).
- p. Fleet Vehicle Rentals.

Procurement Card



Cardholders must adhere to Policy & Procedures regarding the use of the card.



You **cannot** use your procurement card to make a purchase for any of the following reasons:

- The purchase doesn't follow P-Card Guidelines
- Exceeds your established credit limits
- Vendor does not accept a credit card

Purchase Requisition



MIDWESTERN STATE UNIVERSITY		PURCHASE REQUISITION		PO# Assigned <input type="text"/>														
CHECK ONE: <input type="checkbox"/> ORDER HAS BEEN PLACED		<input type="checkbox"/> PLEASE PLACE ORDER		BUYER INITIALS <input type="text"/>														
Requisition #	Order Date	Trans Date	Delivery Date/Print Date	Total														
RO068023	May 13, 2014	May 13, 2014	May 13, 2014	1,035.00														
Origin:	SELF_SERVICE																	
Complete:	Y	Approved:	Y	Type:	Procurement													
Cancel Reason:																		
Requestor:	Joe Mngalski	2860	Student Support Services															
Phone Number:	940-397-4109 x 4109																	
E-mail:	joe.mngalski@midwestern.edu																	
Accounting:	Document Level																	
Ship to:	Midwestern State University 3410 Taft Blvd Daniel Building Receiving Wichita Falls, TX 76308-2099																	
Attention:	Daniel Warehouse Receiving Staff																	
Contact:	Daniel Warehouse Receiving Staff																	
Phone Number:	940-397-4697 x 4697																	
Vendor:	920144027 Summus Industries Inc 345 Commerce Green Blvd Ste 155 Sugar Land, TX 77478																	
Phone Number:																		
Fax Number:																		
Document Text:	Dept: Student Support Services																	
Requisition Commodities																		
Item/Commodity/Description	U/M	Qty	Unit Price	Ext Amount														
		Disc	Addl	Tax	Cost													
1 Computer, Dell Optiplex 3020 CTO (210-ABIW)EA		1	1035	1,035.00														
		0.00	0.00	0.00	1,035.00													
See Attached Quote #679225105 dtd 04/01/14																		
Contract: TX DLK SDD 1951																		
Total:					1,035.00													
Requisition Accounting																		
Seq#	COA/FY	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NS	F	Susp	NS	F	OVr	Susp	Am	
1	M	14	42863	2860	7300	0				N	N	N						1,035.00
Total of displayed sequences:																	1,035.00	
Budgetary Unit Head Approval: _____ Date: _____																		
Senior Administrator Approval: _____ Date: _____																		
Purchasing Director: _____ Date: _____																		

Requisition = Request

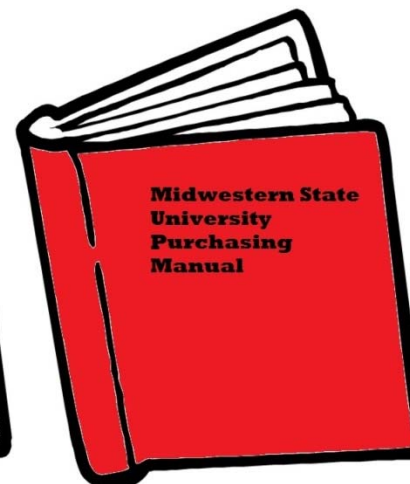
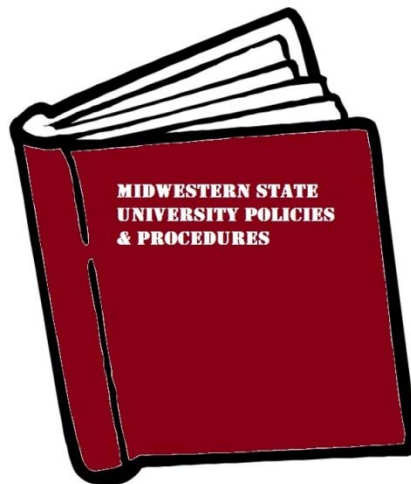
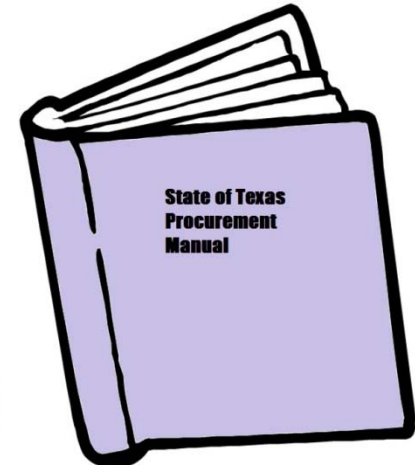
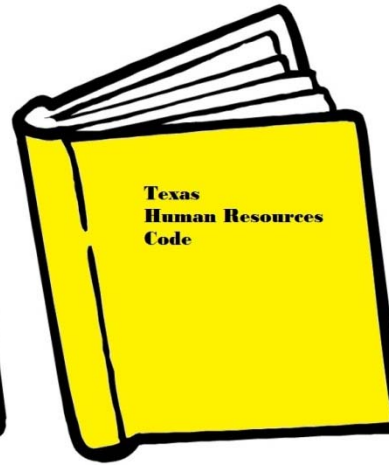
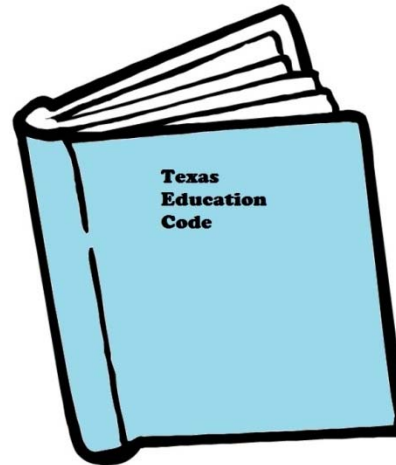
The “REQ” is an internal document & identifies the following:

- Who placed the order (end users)
- The vendor the order is to be placed
- What you want to purchase
- How you wish to pay for the order

Along with demonstrating approval

NOTE: Any University employee who makes a contract for supplies, equipment and/or services without a purchase order from the Purchasing Department, he/she may be held personally responsible for clearing the account with the vendor.

MSU Purchasing is Governed by:



Purchase Order



Midwestern State University 3410 Taft Blvd., Wichita Falls, TX 76308 940-397-4110 fax 940-397-4530		Purchase Order		Page 1
Supplier: Gopher NW5634 P O Box 1450 Minneapolis MN 55485-5634		PO Number: P0007838 Issue Date: 05/30/14 Delivery Date: 05/30/14		Send acknowledgements to the purchasing department to confirm acceptance of PURCHASE ORDER and delivery date.
Send Billing Invoice to: Midwestern State University 3410 Taft Blvd. Wichita Falls, TX 76308 ATTN: Accounts Payable		Ship to: Betsy Tucker Midwestern State University Daniel Building Receiving 3410 Taft Blvd Wichita Falls TX 76308-2099		
Show PO number and your Federal Tax ID or Social Security Number on your invoice.				
Buyer Joe Mrugatski		Terms Net 30 Days		
Description		Quantity	Unit Cost	Total Cost
Dept: Counseling Kines & Special Education				
Physical Ed/Fitness Equipment		1.00 LOT	1,129.4000	1,129.40
Estimated Shipping		1.00 EA	192.0000	192.00
See Attached Items List dtd 05/30/14 Buyboard: Gopher Sport 413-12				
FOB: FOB Destination		TOTAL: 1,321.40		
Packing slip must accompany all shipments. Purchase Order number must appear on all packages, invoices, and correspondence. This purchase order shall be governed by and construed in accordance with the laws of the State of Texas. The university reserves the right to cancel this order if delivery is not made by agreed-upon delivery date. Midwestern State University is exempt by statute from payment of all federal, state and municipal excise, sales and other taxes. Federal ID and tax exemption number is 75-6001738.				
Stephen Shelley, Director of Purchasing				
VENDOR COPY				

The Purchase Order is generated by the Purchasing Department and sent to the vendor. It's the official document that actually places the order.

Purchasing Methods (RECAP)



MIDWESTERN STATE UNIVERSITY
DIRECT PAYMENT VOUCHER

DATE _____ 20__

Department Reference No. _____

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Department _____ F-Q-P Fund - Organization-Program / Description _____

Vendor Name _____

Address _____

City, Zip _____

Banner Vendor ID → _____ New Vendor: Federal Tax ID or Social Sec.

Service/ Delivery Date	Description of Goods or Services - Include Invoice Number	Qty

PLEASE PROVIDE MAILING INSTRUCTIONS IN THE ABOVE SPACE

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MIDWESTERN STATE UNIVERSITY PO# Assigned _____
PURCHASE REQUISITION

CHECK ONE: ORDER HAS BEEN PLACED PLEASE PLACE ORDER BUYER INITIALS _____

Requisition	Order Date	Trans Date	Delivery Date/Print Date	Total
PO08023	May 13, 2014	May 13, 2014	May 13, 2014	1,035.00

Origin: SELF SERVICE

Cancelled Reason: Not Requiring (RM) Student Support Services

Phone Number: 282-297-4108 x 4105

E-mail: joe.murtagh@msu.edu

Accounting: Document Level

Ship to: Midwestern State University
3416 Left Blvd
Barnes Building Westwing
Wichita Falls, TX 76308-2099

Attention: Daniel Warehouse Receiving Staff

Supplier: Daniel Warehouse Receiving Staff
Phone Number: 282-327-4693 x 4693

Vendor: M03144027 - Business Industries Inc.
263 Commerce Street, Box 155
Sugar Land, TX 77478

Phone Number: _____
Fax Number: _____

Document Text (Esc): Student Support Services

Requisition	Commodities	Item/Commodity/Description	U/M	Qty	Unit Price	Ext. Amount	Disc	Addl	Tax	Cost
1		Computer, Dell Optiplex 3020 CTO (110-ABW)@A	A	1	1035.00	1,035.00				
					0.00	0.00			0.00	1,035.00
		See Attached Quote # 4179223105.dtl 04/01/14								
		Contract: TX 030-560-1933								
						Total:				1,035.00

Seq#	COA	PI	Index	Fund	Org	Acct	Prog	Actv	Loc	Proj	NSF	Festp	NSF	Dr	Sum	Amount
1	X		34		4083	2860	7300	08			N		N	A		1,035.00
Total of displayed requisitions:																1,035.00

Budgetary Unit Head Approval: _____ Date: _____

Senior Administrator Approval: _____ Date: _____

Purchasing Director: _____ Date: _____

NOTE: Any University employee who makes a contract for supplies, equipment and/or services without a purchase order from the Purchasing Department, he/she may be held personally responsible for clearing the account with the vendor.

...it must go on a requisition!!!

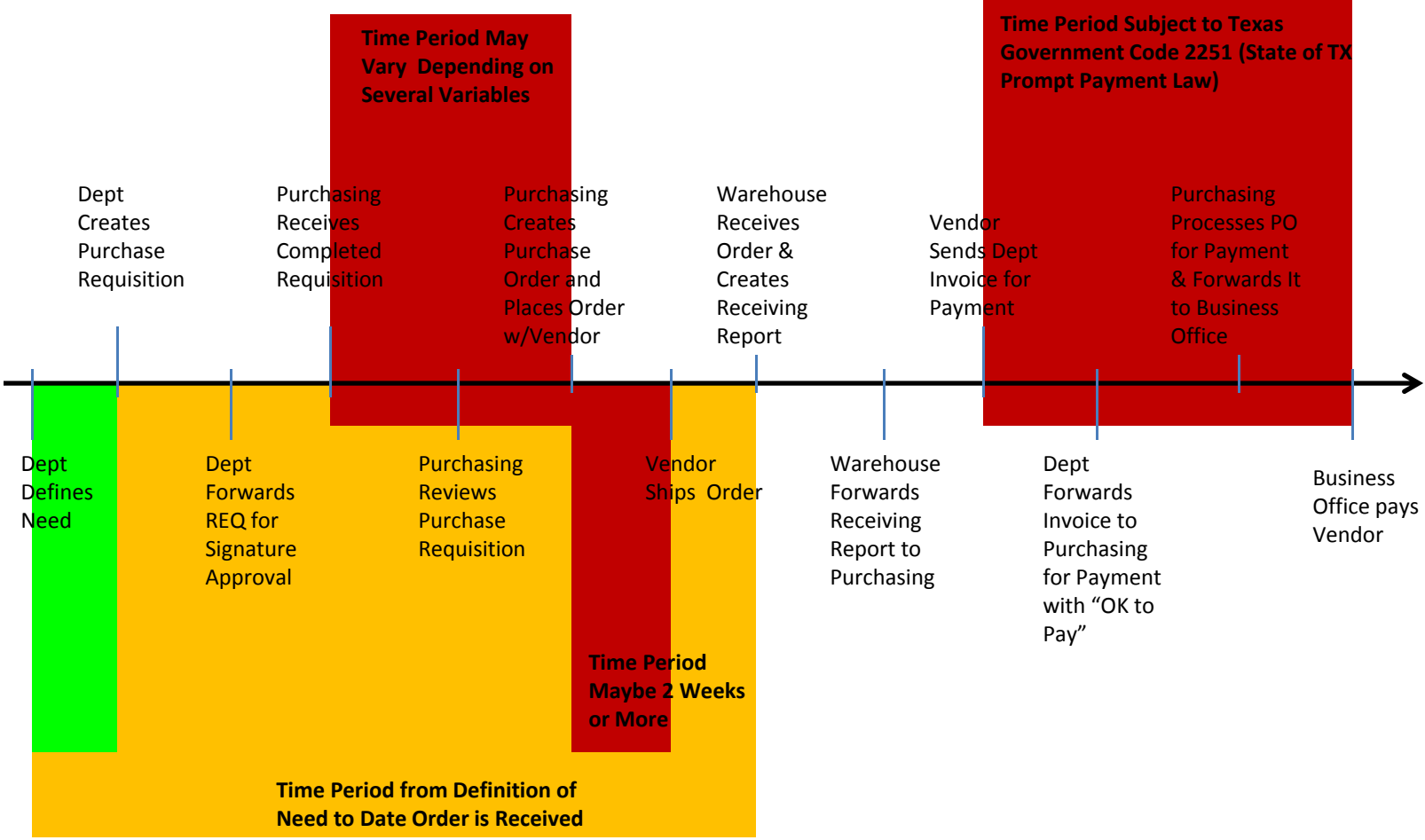
And it cannot be ordered by the department.

Tips for Completing Requisitions

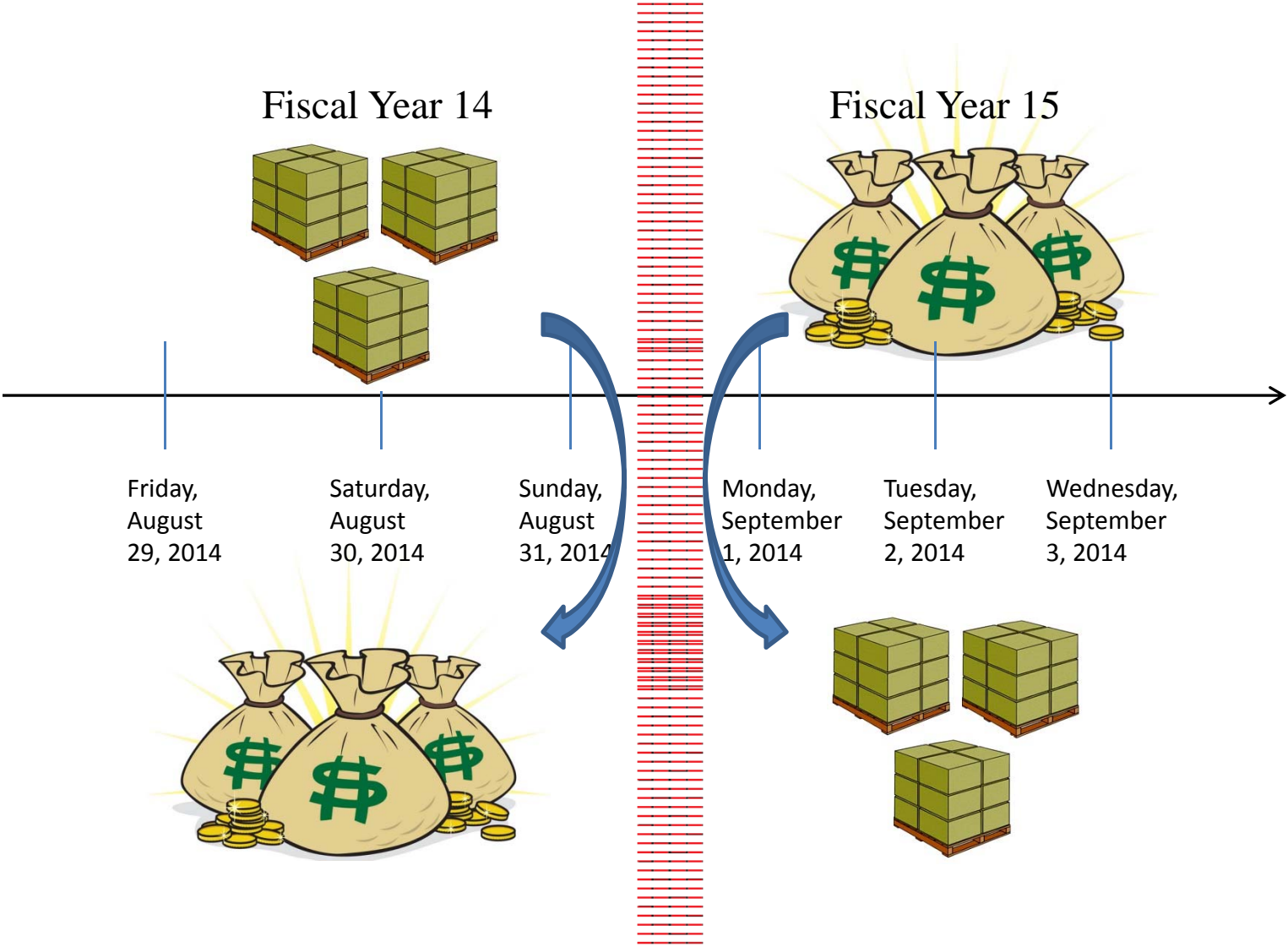


- Information Technology purchases require quotes & signature approval from IT
- Requisitions using HEAF funds require an additional level of approval
- Requisition under the Provost's hierarchy require Dr. Stewart's signature approval
- New Vendors must submit a completed and signed W-9 to be set up in Banner
- Purchases paying from state and local funds must be processed using separate requisitions.
- Summarizing the purchase in the commodity description of the REQ helps identify it easier in Banner (as opposed to "See Attached Quote")
- Using "View Document" in Banner Self Service can help you track your purchase. Native Banner users can use FOIDOCH
- "View Document" can also help you identify the REQs you have completed
- "Quotes" and clear and concise "Specifications" are key to ensuring you get exactly what you require

Basic Purchasing Time Line



End of Fiscal Year Purchasing



Whom to Contact



- Stephen Shelley @ X 4110 – Bids, Contracts
- Camille Smith - @ X 4111 – Accounts payable questions such as invoices, purchase order balances
- Deborah Bland - @ X 4109 – Procurement Cards
- Danny Sandoval - @ X4697 – Warehouse and surplus property questions
- Tracy Nichols - @ X 4277 – Contracts and routing forms
- Joe Mrugalski – @ X 4095 Purchase Requisitions
- Lori Case – @ X 4041 Bids and orders that are renewed annually

Purchasing 101



Purchasing 101

