SAP Update and Refresher Session

Rev: 2/16/12
AGENDA

New
1. Material Groups
2. Workflow
3. Portal transition – PR creation/approval
4. Special approvals/thresholds

Refresher
1. Use of required date
2. Item descriptions
3. Status tab
4. Split account assignments
5. Use of personal lists – ex. vendors, material groups
6. Vendor look-up
7. Copying PR lines
8. ZM08 – partnered vendors
9. GL assignment/review

Other
1. Fiscal/GL review
2. Accounts Payable
3. Website revisions
4. Pcard
5. Annuitants

10. No charge items
11. Discounts
12. PO’s that cross FY’s
13. Attachments
14. Service Purchase Outline Agreements
15. Cycle times

Appendix A – Material Groups with Special Approvers
Background
Currently all purchase requisitions (PR’s) route directly to Procurement for assignment without review of:

• Proposed expenditure
• Approval of $ value
• Routing/review by “special approvers”/functional areas; i.e. IT
• Selection of applicable/best matching material group
Material Groups

• To date, Purchase Req material groups created with Office Supply # (00148) as default

• Procurement changes to “true” material group at time of PO creation.

Change:

✓ Requisitioner should select the most appropriate matching material group at time of PR creation.

   ❖ The list of material group choices can be found by using the drop-down menu when creating a PR.

   ❖ Provides for 110 choices

   ❖ The list can be customized by user to reduce to those frequently used
Material Groups cont’d

When creating requisition (transaction ME51N), no longer default office supplies (00148) as the material group for each requisition line.

Click on the drop down menu (see below) and select the correct material group for each requisition line according to what you are buying.

List automatically sorts by the material group #, however by clicking on the description heading (see below) the list will sort by the description.
Material Groups cont’d

If same set of material groups are used frequently, users can create personal material group list with only groups utilized as follows:

1. Click on the drop down menu for material groups:

2. Highlight the material group and click on “Insert in Personal List”:

3. Add each material group as desired. When finished click on the “Personal Value List” icon to see new list:

4. Example of material groups in this users’ personal list that will now appear each time the user searches for a material group:
Material Groups cont’d

To remove any existing material group default settings:

1. Transaction ME53N – click on the “Default Values” button

2. If there is an existing default set for material group, users will see a value maintained as shown in the first screen shot. Remove the value and click “Save” to no longer have the material group default.
Proposed Special Approvers

<table>
<thead>
<tr>
<th>Item or Service</th>
<th>Additional Approval by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Hardware / Software</td>
<td>Information Technology</td>
</tr>
<tr>
<td>Subscription / Memberships</td>
<td>Library Director <em>(still under discussion)</em></td>
</tr>
<tr>
<td>Hazardous Materials or Related Services</td>
<td>Environmental Health &amp; Safety Office</td>
</tr>
<tr>
<td>Publication and Communications - Use of Logo, Seals, etc.</td>
<td>Communications Office</td>
</tr>
<tr>
<td>Grants and Sponsored Research</td>
<td>Restricted Funds Office (Grant Accountant)</td>
</tr>
</tbody>
</table>

- PR’s would route to Special Approvers after department approval, if required based on $ value.

Proposed Approval Thresholds

<table>
<thead>
<tr>
<th>Purchase Req Value</th>
<th>Approver</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;$5,000</td>
<td>Requisitioner</td>
</tr>
<tr>
<td>&gt;$5,000</td>
<td>Dean/VP</td>
</tr>
</tbody>
</table>

* Note: Approval threshold based on line item total. Different lines on PR could be charged to different Depts. (Funds Centers) and require different approvers/Special Approvers.

- 7.2% of PR’s in past FY >= $5,000
- 3.5% of PR’s >= $10,000

Review of major expenditures without burden of routine PR’s
Portal PR Approval - Example

- Example: 10SMITH is Science Dept Chairperson and needs to approve all PR’s >$5,000 for Fund Centers 11111111111 and 22222222222. Science Dept assigned release code (P1). 10SMITH would also like 10MILLER to approve these PR’s while he is out.
  - 10SMITH and 10MILLER must both be assigned the SAP security role to approve requisitions with release code (P1) in order to start approving.

- 10SMITH assigned as workflow person for this release code (P1), will receive msg in university email inbox.

After logging into ESS Portal, click the Materials Management tab circled.
Portal PR Approval - Example cont’d

A second line of tabs may appear. Click the Purchase Requisition Approval tab.

The portal screen will show a list of requisitions waiting for approval. As noted on the screen image below, to display a requisition, select it by clicking on the line then click the **Display Inbox Item** button.
Portal PR Approval - Example cont’d

Click one of the pencil icons (circled) in the lower section of the screen to release the PR. Click the **Return to Business Inbox** button (also circled) when finished with this req.

### Release Purchase Req. 0010058050

**Header Note:**
This is sample Header text from the requisition. This text is available for review during the approval process.

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Short Text</th>
<th>Quantity</th>
<th>Line Amount</th>
<th>Unit</th>
<th>Total Amt</th>
<th>Delivery Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>00001</td>
<td>Sample Req: Portal Approval</td>
<td>14</td>
<td>$1.50</td>
<td>EA</td>
<td>$21.00</td>
<td>12/1/2010</td>
<td>Awaiting Release</td>
</tr>
<tr>
<td>00002</td>
<td>Sample Req: Line 2</td>
<td>10</td>
<td>$1.00</td>
<td>EA</td>
<td>$10.00</td>
<td>12/1/2010</td>
<td>Awaiting Release</td>
</tr>
<tr>
<td>00003</td>
<td>Sample Req: Line 3</td>
<td>12</td>
<td>$2.00</td>
<td>EA</td>
<td>$24.00</td>
<td>12/1/2010</td>
<td>Awaiting Release</td>
</tr>
</tbody>
</table>

**Item Details:**

- **Code:** AC, PC, V1
- **Description:** Accounting - ALL, Sr Exec Asst Provost, Provst/VP AcadmcAffrs
- **Person Responsible:** 90JAFERGUSON, 90EPFISTER, AMULLA
- **Status:** Release, Release All

**Attached Documents Tab:**

The Attached Documents tab appears ONLY if there are attachments.

**Click the pencil icon in the "Release" column to approve this line on the req.**

**Click the pencil icon in the "Release All" column to approve ALL lines on the req.**
Portal PR Approval - cont’d

- Once approved by designated approver (if required) the requisitioner receives an the approval message in the SAP inbox (transaction SBWP), but it is NOT forwarded to university email
  - This happens whether PR is created and/or approved through the portal or SAP
- Requisitioners can view a history of previously created PR’s
New Process

Procurement Dept.

Vendor

Receiving

Accounts Payable

Dept. Approval?

Special Approval?

Not approved

Approved

Approved
Business Case

- Best practice used by nearly all PASSHE universities
- Internal audit/controls:
  - Lack of budgetary and fiscal review
  - Provides audit trail of approvals
- PASSHE budget constraints require tighter scrutiny of expenditures
- Drives budget responsibility to budget “owners”
- Facilitates spend reporting=>sourcing opportunities ID’d
Next Steps

1. Obtain consensus on Special Approvals:
   - IT
   - Print/Media
   - Other – TBD

2. Configure Dept. $ approval hierarchy

3. Assign security roles

4. Roll out University wide

#’s 1 and 2 discussed. Will send communication when ready to be deployed
Portal PR Creation

• New feature on the portal – Create, Change, and Display a Requisition.
  ✓ Piloted and tested with many users from several PASSHE universities
    ❖ Counterman and Beishline at BU
  ✓ All current BU requisitioners have been provided this capability by SAP Support Team.
  ✓ Requisitioners require a role (Z:xx:MM:RQSTNR) (xx = plant) in SAP to use this feature.

• What are the benefits of using the portal vs. SAP R/3?
  ✓ Easier navigation and easier to follow
  ✓ Only the fields you need are on the screen
  ✓ Limited values to choose from in drop down lists (i.e. UOM)
  ✓ Can access the link anywhere you have internet access and do not need the SAP gui launch pad on the PC.
  ✓ Do not always have to use the portal. An optional way to create, change and display a requisition. Always have both options (portal and SAP R/3) available.
Portal PR Creation cont’d

Logon to the ESS Portal website: https://portal.passhe.edu

Click on the “Materials Management” tab as shown below:

Note: The ESS portal screen above will vary user to user based on SAP/Portal authorizations. If the “Materials Management” tab is not displayed, contact the Procurement Department.

Click on “Purchase Requisition” links as shown below and proceed:
Portal PR Creation cont’d

Notes: Attachments can be added in create/change. If in create, you must save the requisition first and then select a line to get the attachment tab to appear.

- Once saved on the portal, the requisition is immediately created in SAP.
- The portal uses the same security roles assigned in SAP.
- When creating a new requisition, you will not see the release strategy tab (if applicable) until you save the line.
- The portal will pull in defaults or “parameter ids” for the requisition.
- For a multiple line requisition, select the appropriate line to see the line item details.
Portal PR Creation cont’d

• Copying lines - Create the first line and “save item” to the requisition. When selecting the line (see red box), provided with the “Copy Line to New Line”:

Note: At this time, can only copy one line at a time. Cannot select 4 lines and create 4 new lines as in SAP.

Copying brings everything from line 1 to the “new line” and changes can be made before “saving” the line to the requisition. Below the short text, quantity and price were changed.
Portal PR Creation cont’d

Copying a PR - Have capability to create a new requisition by copying an existing requisition:

Select “Copy an Existing Requisition” and enter the requisition number or search if not known.

Multiple Account Assignment: Able to create a requisition with multiple account assignment or even mixed (using the X). In change mode, cannot change a single account assignment to a multiple account assignment on the portal.
Portal PR Creation (Roles and Questions)

Any user with the SAP role = Z:10:MM:RQSTNR now has access to “Create a Requisition” on the portal. FAQ:

• What if a user does not have the MM Tab?

Ask IT Department to add that user (SAP Id) to Active Directory Folder: BUP-WEB-MM-REQUISITIONERS.

• What if a user gets a message they are not authorized to use this transaction?

Check with security team to make sure they have the SAP role - Z:10:MM:RQSTNR.

• How does a new user get added to the appropriate portal folder?

When BU security team adds a user to the SAP role - Z:10:MM:RQSTNR, they should be added to the AD folder - BUP-WEB-MM-REQUISITIONERS as well.
Refresher

• **Delivery Dates** - When creating PR’s please enter the actual date of need vs. an arbitrary # of days; i.e.30.
Refresher

- **Item Descriptions** - Noun/adjective syntax easier to understand and search. Also include any/all relevant supplier part #'s

- **Status** - Requisitioners can ascertain status of key activities by reviewing the Status tab.

*PR with PO still pending - Status tab does not contain #*
Refresher

When PO has been created it will appear on the Status tab

PR where PO has been created and has been paid:
Refresher

A PR where PO created, received, and paid for:

To view the PO (and all details) double click the PO # under the Purch Doc. field
Refresher

- To **split** between cost center and grant enter “X” vs. current default setting of “K”
  - **Other options** - “P” project or “G” grant
Refresher

- Vendor partner (ZM08)

Select the clock (execute) icon.
Refresher

This will display the VWR vendor # we are partnered with.

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Plant</th>
<th>AvP Ven</th>
<th>Minority Ind</th>
<th>Pur Name</th>
<th>Pur Street</th>
<th>Pur City</th>
<th>Pur State</th>
<th>Pur Zip</th>
<th>Pur Phone</th>
<th>Pur Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td>1013588</td>
<td>10</td>
<td>2030905</td>
<td>MJR</td>
<td>VWR INTERNATIONAL INC</td>
<td>405 HERON DR</td>
<td>BRIDGEPORT</td>
<td>NJ</td>
<td>08014</td>
<td>800-932-5000</td>
<td>866-329-2397</td>
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<tr>
<td>1077050</td>
<td>10</td>
<td>2152469</td>
<td>MJR</td>
<td>VRSE, INC</td>
<td>1230 OLD BERWICK RD</td>
<td>BLOOMSBURG</td>
<td>PA</td>
<td>17815</td>
<td>570-387-8820</td>
<td>570-387-9102</td>
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<td>1060379</td>
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<td>2135478</td>
<td>MJR</td>
<td>VPI</td>
<td>PO BOX 7726</td>
<td>DALLAS</td>
<td>TX</td>
<td>75209</td>
<td>800-244-4457</td>
<td>800-321-5882</td>
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<td>1013584</td>
<td>10</td>
<td>2044294</td>
<td>MJR</td>
<td>VOYAGER FLEET SYSTEMS, INC.</td>
<td>PO BOX 790049</td>
<td>HOUSTON</td>
<td>TX</td>
<td>77279-0049</td>
<td>800-897-5591</td>
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<td>2118367</td>
<td>MJR</td>
<td>Vought's Equipment Rental Inc.</td>
<td>439 S. MARKET ST</td>
<td>ELYSBURG</td>
<td>PA</td>
<td>17824</td>
<td>570-672-2506</td>
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<tr>
<td>1031854</td>
<td>10</td>
<td>2044548</td>
<td>MJR</td>
<td>VOTERVIRGIN</td>
<td>PO BOX 4542</td>
<td>AUSTIN</td>
<td>TX</td>
<td>78755</td>
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<tr>
<td>1052016</td>
<td>10</td>
<td>2122431</td>
<td>MJR</td>
<td>Volz Environmental Services, Inc.</td>
<td>1200 GULF LAB RD</td>
<td>PITTSBURGH</td>
<td>PA</td>
<td>15236</td>
<td>412-826-8480</td>
<td>412-826-8486</td>
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<tr>
<td>1043681</td>
<td>10</td>
<td>2070997</td>
<td>MJR</td>
<td>VOTEK TV &amp; APPLIANCES INC</td>
<td>1213 WYOMING AVE</td>
<td>ERIE</td>
<td>PA</td>
<td>16503</td>
<td>814-455-8841</td>
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<tr>
<td>1057664</td>
<td>10</td>
<td>2101648</td>
<td>MJR</td>
<td>VOICES FOR ALL</td>
<td>5 MAXWELL DR, STE 135</td>
<td>CLIFTON PARK</td>
<td>NY</td>
<td>12065</td>
<td>518-391-2317</td>
<td></td>
</tr>
<tr>
<td>1020056</td>
<td>10</td>
<td>2030903</td>
<td>MJR</td>
<td>VOICE</td>
<td>KEHR UNION BOX 97</td>
<td>BLOOMSBURG</td>
<td>PA</td>
<td>17815</td>
<td>(570) 359-4457</td>
<td></td>
</tr>
<tr>
<td>1020320</td>
<td>10</td>
<td>2029437</td>
<td>MJR</td>
<td>VOELCKER INC</td>
<td>350 FERRY ST</td>
<td>DANVILLE</td>
<td>PA</td>
<td>17821</td>
<td>(570) 275-2337</td>
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</tr>
<tr>
<td>1083127</td>
<td>10</td>
<td>2166666</td>
<td>MJR</td>
<td>VOCALNET INC</td>
<td>1159 PITTSFORD-VICTOR RD</td>
<td>PITTSFORD</td>
<td>NY</td>
<td>14534</td>
<td>800-905-VOCAL</td>
<td>585-264-9434</td>
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<td>2030902</td>
<td>MJR</td>
<td>VNAHEALTH SYSTEM</td>
<td>21 WEST INDEPENDENT ST</td>
<td>SHAMOKIN</td>
<td>PA</td>
<td>17872</td>
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<td></td>
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<tr>
<td>1067418</td>
<td>10</td>
<td>2152600</td>
<td>MJR</td>
<td>VMWARE INC.</td>
<td>3401 HILLVIEW AVE</td>
<td>PALO ALTO</td>
<td>CA</td>
<td>94304</td>
<td>650-427-5000</td>
<td>650-427-5001</td>
</tr>
<tr>
<td>1062364</td>
<td>10</td>
<td>2120914</td>
<td>MJR</td>
<td>VITONE, DYLAN</td>
<td>2715 SHADY AVE #5</td>
<td>PITTSBURGH</td>
<td>PA</td>
<td>15217</td>
<td>412-421-6932</td>
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<td>2120924</td>
<td>MJR</td>
<td>VITAL SIGNS</td>
<td>435 MARINE BLVD</td>
<td>JACKSONVILLE</td>
<td>NC</td>
<td>29514</td>
<td>910-398-9050</td>
<td>910-398-1044</td>
</tr>
</tbody>
</table>
Refresher

• Vendor look-up (as part of ME51N PR create)

For Purchasing vendor only, must be on Purchasing tab. If first word of vendor name is known, only need asterisk at the end. If the city is known, that information can also be added. Below is the next screen – which shows all vendors under VWR
Refresher

• Vendor personal list.

Click on vendor to be included in your personal list – click on the star icon with the + sign in the bottom left. This will add that vendor to your personal list and whenever you submit a PR and you look at the drop down on desired vendor – you will see your personal list instead of all vendors in the system.

This is a view of your personal vendor list.
Refresher

To look at all vendors again, click on *world* icon.

This will take you back to the search screen.

Fill in name again to get all vendors.
Refresher

To see your personal list again, click on the white question mark.

To delete a vendor from your personal list, click on the star icon with the arrow up.
Refresher

Copying lines on a PR – after submitting all information (including item details, acct. assignment, etc)

Highlight line 1 before clicking on the line under St

Once highlighted – right click or use copy icon.
Refresher

- **Commitment Items** - When creating PR’s please ensure correct GL Account Listing and Descriptions

Refresher

- **Discounts** - The requisition entry should include a header note for the buyer to include the discount or surcharge, including the value or percentage.

- **No charge line items** – Include comment in item long text of other item that subject material is at no charge.

- **PO’s over multiple FY’s** – Include separate line item for each FY. See below.

- **Short and Long text** – There is no need to duplicate the information submitted in the short text field into the long text field.
Refresher

- **Attachments** – Whenever possible, attach any applicable supplier quotations by using the PR.

1. Add an attachment to a purchase requisition – Transaction ME51N, ME52N, or ME53N. Click on the left hand side of the icon enclosed below:

2. The following pop box will appear – Click on the blank page icon and select “Create Attachment” from the list.
3. Select the file to attach and click on “open” as shown:

4. The pop up box is displayed again & the “attachment list” icon is no longer gray. Click here to see the attachments.
Refresher

Service Purchase Outline Agreements (SPOA’s)

• **Background:**
  - 47 doc prefix
  - Used for repetitive service requirements
  - NTE - $10K/yr
  - Does not encumber funds

• **Examples:**
  - Mini courses, bus repairs, typewriter repairs, various rentals, elevator service

• **Review and Creation:**
  - All active SPOA’s posted on Procurement website with periodic update on balance remaining [http://www.bloomu.edu/purchasing/resources](http://www.bloomu.edu/purchasing/resources)
  - SPOA’s with activity will be renewed (new agreement created) by Procurement if previous year usage
  - Requests for new SPOA’s should be sent to Procurement email account Purchasing RO Approval [PurchasingROApproval@bloomu.edu](mailto:PurchasingROApproval@bloomu.edu)

*Procurement will send copies of fully executed SPOA’s to recipient listed on the PR*
## Refresher

### Cycle times (upon receipt by Procurement Dept.)

<table>
<thead>
<tr>
<th>Value of Purchase</th>
<th>Requestor Action</th>
<th>Procurement Process</th>
<th>Approximate Processing Time</th>
</tr>
</thead>
</table>
| $0-$10,000        | Provide verbal or written quotes but no formal bidding required. Should solicit 3 informal quotes, when possible. Enter requisition. Purchases under $1,000 can use p-card ([in accordance with published Pcard procedures](http://www.bloomu.edu/finance_busoffice/purchasing) If using Pcard, do not also enter a PR | - PO Created  
- Signed by Authorized Agent and sent to vendor | 1-5 days |
| >$10,000          | Enter requisition. Solicit at least 3 competitive quotes, where feasible, in advertising and bid process. | - RFQ or RFP Created  
- Bids Evaluated  
- PO Created  
- Signed by Authorized Agent and sent to vendor | 15-30 days |
| SERVICES | $0-$5000 | Enter Requisition  
Provide verbal quote—no formal bidding required | • PO/SPC Created  
• Sent to vendor for signature  
• Signed by Authorized Agent | 5-10 days depending on vendor signature time |
|----------|----------|---------------------------------------------------|-------------------------------------------------------------------------------------------------|-----------------------------------------------|
| >$5000-$10,000 | Enter requisition  
Provide any written quotes, but no formal bidding required | • PO/SPC Created  
• Sent to vendor for signature  
• PO/SPC Signed by Authorized Agent  
• University Legal Review and signature | 10-20 days depending on legal review |
| >$10,000-$20,000 | Enter requisition  
Participate in advertising and bid process | • IFB, RFQ or RFP Created  
• Bids evaluated  
• PO/SPC Created  
• Signed by Authorized Agent and sent to vendor  
• University Legal Review and Signature | <$20,000 = 10-20 days |
| >$20,000-$500,000 | Enter requisition  
Participate in advertising and bid process | • IFB, RFQ or RFP Created  
• Bids evaluated  
• PO/SPC Created  
• Sent to vendor for signature  
• Signed by Authorized Agent  
• University Legal review and signature  
• OAG Review and signature | >$20,000 = 30-90 days (OAG is allowed up to 30 days for signature) |
| >$500,000 | Enter requisition  
Participate in advertising and bid process | • IFB, RFQ or RFP Created  
• Bids evaluated  
• PO/SPC Created  
• Sent to vendor for signature  
• Signed by Authorized Agent  
• University Legal review and signature  
• OAG Review and signature  
• OGC Review and signature | 90-180 days (OAG and OGC signatures can take up to 30 days each) |
Procurement Website

- Added Contacts, Responsibilities, Org Chart
- Updated list of Forms and Resources
- Added a “How-to” Section:
  1. Procurement Thresholds & Cycle Times
  2. RFP instructions
  3. New SAP reference materials
  4. Speaker Engagement Process
- New Policy & Procedure Section:
  1. Competitive bidding
  2. Protests
  3. Contracts with consultants
  4. Emergency contracts
  5. Sole source contracts
  6. Unauthorized purchases
- New Vendor Information Section
Procurement Website

Bloomgusburg University

Authority Policy

Contracting Officer

For the sake of clarity, the primary person who has been delegated with contracting officer authority on behalf of the University, without financial limitations, is Dr. Richard J. Rugeh, Vice President for Administration and Finance. In the event of his absence, that responsibility shall fall to Claudia T. Davis, Associate Provost for Business Services. Jeff Mandel, Director of Procurement and Operations has purchases and contract authority to $100,000. No other individual has contracting signatory authority on behalf of the University unless specifically designated by Dr. Rugeh, Ms. Thrush or the President. The procurement law (Act 57) has established checks and balances to be certain that more than one individual is involved in the approval process. To this end, this Act has designated a Contracting Officer and a Fiscal Officer designation.

Duties of the Contracting Officer:

1. Only individual authorized to procure goods, services, supplies and construction: enter into and administer contracts; and make determinations with respect to contracts for the State System.
2. Determine the method of source selection and public notice.
3. Makes the written determination for sole source purchases.
4. Determines pre-qualification of suppliers or contractors.
5. Whenever a contract type other than a firm, fixed-price contract or an emergency procurement, the contracting officer will first review the contractor’s accounting system to ensure it meets acceptable accounting standards.
6. Assign the plant of contractors or subcontractors and audit cost and pricing data to the extent necessary to ensure that the cost of the contract are met and the pricing is accurate.
7. Appoint selection committees.
8. Ensure that withdrawals of bids are made in accordance with the provisions of Act 57.
9. Determine the security, payments and performance bonding required in each contract.
10. Hear and issue findings on bid protests, claims, and/or disputes concerning solicitation, award or administration of a contract.

Fiscal Officer

How to Do Business with Bloomgusburg University

Bloomgusburg University is a member institution of the Pennsylvania State System of Higher Education (PASSHE). As an Instrumentality of the Commonwealth of Pennsylvania, its procurement practice is governed by the Commonwealth Procurement Code (Act 57 and amendments) and other related statutes, rules, regulations and policies.

This guide has been prepared to assist you in your contacts with the University and to familiarize you with the functions of the Procurement Department. Construction Procurement Office, Accounts Payable Department and other departments at the University. We hope this information will help you to better understand our organization and its purchasing procedures. Please do not hesitate to contact us with any suggestions or questions. We look forward to working with you.

The Construction Procurement Department has primary responsibility for construction, rehabilitation and renovation procurement and real property transactions (leases, agreements or sale, rentals). It also has responsibility for certain specialty contracts, such as Professional Service Agreements (Architectural, Engineering, Construction Management, etc.), and coordination of open-ended agreements initiated by the State System and Construction Support Office.

The Procurement Department has primary responsibility for the purchase of all goods and non-construction services on campus. This includes all contracts for supplies, equipment and furnishings, service contracts and other forms of contracts from this office include, but are not limited to the procurement of Food Service, Interpreter Services, Elevator Service, Library Acquisitions, Maintenance Agreements, Scientific Equipment Service, Consultant Services, Cash Transport, Refuge Collection and Disposal, Specialty Mailing Services, Pest Control, Turf Maintenance, Specialty Software, Graphics and Printing Services and Copier Acquisition/Services, etc.

All businesses are invited to deal with Bloomgusburg University. Minority and women-owned businesses are encouraged to apply.

WHAT WE PURCHASE:

The dollar volume of Bloomgusburg University purchases and contracts is significant. Procurement activity supports academic, administrative, advancement, information technology and student affairs departments. A central receiving and storeroom office on campus augments the procurement and delivery system.

Products and services commonly procured include scientific equipment, office supplies and furnishings, chemicals, repair and service agreements, construction projects, library holdings, art supplies, maintenance parts, automotive supplies, custodial supplies, fuels, and many other educational and plant support items.

The Accounts Payable Department has primary responsibility for verifying the authenticity of payment requests for checks issued by the University. Non-compliant, incomplete, or disputed issues will be referred by this office to the proper officials or returned without action.

BASIC GUIDELINES:
Pcard

Permitted:

• Office, educational, lab, maintenance, custodial and other operating supplies
• Equipment, furniture, or furnishings
• Software and software licenses
• Overnight shipping/courier services such as FedEx, UPS, etc.
• Travel-related expenses for speakers and candidates, such as hotel and transportation
• Seminar/conference registration with no associated travel
• Food, if cardholder has a university food purchasing card
Not Permitted:

• Multiple purchases to the same/similar vendors, in the same time period, with intent of circumventing single transaction limit of $1,000
• Travel-related expenses for students, faculty and staff
• Service of any type such as:
  ❖ Honoraria
  ❖ Consulting services
  ❖ Repair and maintenance services
  ❖ Temporary help
  ❖ Catering services
  ❖ PayPal

• Miscellaneous
  ❖ Promotional items and university clothing
  ❖ Gifts and awards
  ❖ Flowers
  ❖ Alcohol
  ❖ Food (unless you have food purchasing card)
  ❖ Subscriptions
  ❖ Memberships
  ❖ Small electronic equipment such as ipads, epads, ereaders and digital cameras
  ❖ Desktop and laptop computers and printers
  ❖ Licenses
Security Code for JPMC customer service

• Birth month & date, not social security #
• Example: Jan. 1 would be 0101

Contacts:

• Reports, Danielle Peters, AP, x4647
• Log on & changes, Evanna Nolte, Procurement, x4313
Accounts Payable (AP) Notes

• Bill To Address on invoices must be:
  Bloomsburg University of PA
  Accounts Payable Office
  400 East Second Street
  Bloomsburg, Pa 17815

• Any good or service contracted for and received by the University must have an associated invoice forwarded to AP for payment (Example: Honorariums).

• If an invoice is received either with a shipment or by mail please be sure to sign invoice “ok to pay” and send to Accounts Payable, Waller 18.
Annuitants

• **Policy** - Re-employment or contracting for services of a SERS, PSERS, or PASSHE Annuitant is governed by the Commonwealth Management Directive 515.20 and the retirement code.

  ❖ These rules regulate the limited and unique circumstances under which BU may employ or contract with annuitants.

  ❖ Contracts with Commonwealth annuitants will not be approved for performing duties the annuitant performed as an employee.

  ❖ An annuitant may render services without loss of annuity in the capacity of an independent contractor for a certain sum and for a specific period of time pursuant to requisite contract approval.

• **Actions**

  ❖ Ask - Is the prospective vendor a PSERS, SERS, PASSHE annuitant? If so, consult with HR prior to initiating a PR/PO.

  ❖ If approved, enter note with explanation in the text of the PR.
Appendices

A. Material Group Listing, By Special Approver
## Appendix A - Material group listing, by special approver

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