

# Welcome to the EKV Procurement Process Training Workshop

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Buyers

# Introduction

- Purchasing Overview- Dwightel Ivey & Justin Ingram
- Banner Training – Stephanie Sowders

Purchases & Stores <http://purchasing.eku.edu/>

Contact us at [adm.purchasing@eku.edu](mailto:adm.purchasing@eku.edu)

859-622-2246

# Intro to Purchasing

## Purpose of Purchasing

- Purchases and Store's purpose is to facilitate the purchase of goods and services while protecting the best interest of the University, and promoting integrity with the greater business community.

## Purchasing Goals/Responsibilities

- Ensure that purchases are awarded equitably and competitively priced
- Ensure compliance with all Federal, State and regulatory financial guidelines
- Protect the best interest of the University during the procurement process
- Equip end-users with the skills to effectively perform their Banner steps & the Purchase to Pay Process.

## Resources

- [KRS Chapter 45A, Kentucky Model Procurement Code](#)
- <http://purchasing.eku.edu/>

# Purchasing Overview

A. Understand the basics of the procurement process and requirements for faculty/staff making purchases.

- Goods vs. Services
- Quotes
- Bid/RFP process
- Sole Source
- What Purchasing needs from you

B. How do you procure items?

- Banner Requisition
- University Credit Card - Procard:  
<http://cardservices.eku.edu/facultystaff-procurement-card-procard>
- Direct Pay Request Guidelines: <http://accounts.eku.edu/direct-pay-requests>

# Content

What you are required to send to purchasing:

- Quotes
- Tax ID forms/W-9 for Vendor creation
- Questions
- Any required requisition supporting documentation (VP approval/emails/sole source/non-Conflict/Certificate of Insurance/fully executed contract)

[adm.purchasing@eku.edu](mailto:adm.purchasing@eku.edu)

Identify your need:

- Goods - Anything you would buy and have delivered to campus
- Services - Work provided either on or off site or professional services.

# Content cont.

- Quotes: <http://purchasing.eku.edu/bids-and-quotes>
- Purchases up to \$5000- one (1) quote
- Purchases over \$5,000 up to \$24,999 - three (3) quotes
- Purchases over \$25,000 - contact Purchasing Office

\*\*\* Please note: A contracted vendor is preferred if one is available. Contact Purchasing if you are not sure if a vendor is contracted. Purchasing reserves the right to reject any and all quotes and obtain their own. Departments should send copies of quotes obtained to Purchasing. Whenever possible quotes should include the Banner requisition number. The Purchasing Officer will obtain additional quotes or process a bid/RFP when it is in the best interest of the University.\*\*\*

## Small Construction/Trade Services Project Quote Requirements:

- If you require a change to an office or building, such as walls painted or any repairs, then you must enter an Request for Change to Facilities (RCF). If a purchase for goods or services is required, Facility Services will handle that through Purchasing. Do not contact any vendor for quotes, please contact Facility Services or Purchasing first.

This form can be found in the Forms (EKU) section under 'R' - Request For Change To Facilities or use the link below:

[Request for Change to Facilities](#)

- Discretionary Spending Policy:  
[http://cardservices.eku.edu/sites/cardservices.eku.edu/files/files/FINAL%20Discretionary%20Spending%20Funds%20Regulation%20pdf%20%202014-08-12%20\(00040020xC1251\).pdf](http://cardservices.eku.edu/sites/cardservices.eku.edu/files/files/FINAL%20Discretionary%20Spending%20Funds%20Regulation%20pdf%20%202014-08-12%20(00040020xC1251).pdf)

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## What is an RFP/Sealed Bid?

RFP is an acronym for Request for Proposal. Request for Proposal is a document that Purchasing utilizes when soliciting potential vendors. Bids are used in the same way. The Buyer assigned to your RFP will determine which process your purchase qualifies for.

Sealed bids/RFP's are processed when the estimated amount of purchase equals or exceeds \$40,000.00 (state funds) and \$25,000 (federal funds) if there is not a contract we can utilize or if it's in the best interest of the University.

- Purchasing will ask the department for specifications or scope of the project/services to detail in the RFP or Bid.

RFP's/Bids are posted on the Division of Purchases & Stores website and sent to potential Offerors. All communication regarding this purchase will flow through the purchasing office.

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## Sole Source (per KRS 45A.095):

If you need to purchase proprietary goods/services, please contact Purchasing to determine the validity of the sole source claim and advise on how to proceed.

Sole source is a situation in which there is only one (1) known capable supplier of the commodity or service, created by the unique nature of the requirements, compatibility with existing equipment, the supplier, or market conditions.

**Price is not a consideration in support of a sole source decision.**

If determined a Sole Source you will then need to complete/submit a sole source justification form to Purchasing.

Remember: **Best Source is not always Sole Source.**

## Capital Equipment:

Capital equipment items are single items greater than \$5,000. They require Vice President approval. Capital Equipment purchase requests are to include email approval from VP, multiple quotes, written justification for purchase, cost, selected vendor, Banner requisition number and funding source. These requests and approvals may be submitted via email to the Purchasing Office @ [adm.purchasing@eku.edu](mailto:adm.purchasing@eku.edu).

## Most Commonly Used Contracts:

- [Artist/Entertainer Agreements](#) and [Event Speaker Agreements](#)
  - <http://universitycounsel.eku.edu/types-contracts>
- Personal Service Contract
  - <http://purchasing.eku.edu/personal-service-contracts>



# Personal Service Contracts

A PSC is an agreement whereby an individual, firm, partnership, or corporation is to perform certain services requiring professional skill or professional judgment for a specified period of time at an agreed upon price. PSC Determination can be found at: [http://purchasing.eku.edu/sites/purchasing.eku.edu/files/files/pscdetermination\(1\).pdf](http://purchasing.eku.edu/sites/purchasing.eku.edu/files/files/pscdetermination(1).pdf)

## 1. Monetary requirements for PSC's

- Under \$10,000
  - RFP **NOT** required
- Over \$10,000
  - RFP required

## 2. Required documents:

- PSC form
- Proof of Necessity PON
- PSC invoice form

## 3. Contracts are reported monthly for review to the Government Contract Review Committee (GCRC) of the Kentucky State Legislature

**\*\*\*Please allow 4-6 weeks for PSC processing and final approval\*\*\***

Department will complete documents and submit to Purchasing for review.  
Requires COI and Non-Conflict form.

PSC contact: Justin Ingram @ 2-1483; [Justin.ingram@eku.edu](mailto:Justin.ingram@eku.edu)

# Wrap-up

## Why do I need to involve Procurement?

Purchasing is here to assist you with your purchasing needs by ensuring compliance while saving the University money

- To give you skills to purchase through the requisition process to ensure a positive Banner experience.
- Keep the University/End-user protected by ensuring compliance and integrity of the procurement process.
- The University benefits with the efficient use of the procurement process.

Questions?

# Banner Purchase Requisition Training (Handout)

Possess the knowledge to navigate Banner to facilitate the completion of the ***Banner Purchase Requisition Process***.

- Enter a requisition in Banner (FPAREQN)
- Find your Vendor Number (FTMVEND)
- Enter a Central Stores requisition in Banner (FSAREQN)
- Deleting an incomplete requisition (FPAREQN)
- Check requisition approval / Document History (FOIDOCH)
- Complete a receiver/deleting an incomplete receiver (FPARCVD)
- Submitting invoice [ACC.apinvoices@eku.edu](mailto:ACC.apinvoices@eku.edu)
  - Please write purchase order # & Banner receiver # on invoice!

# Working in Banner

- [Enter a Purchase Requisition / Central Stores Requisition in Banner](#)
- [Delete an Incomplete Requisition](#)
- [What does a Purchase Order \(PO\) look like?](#)
- [Check Requisition Approval / Requisition History / Banner Messages](#)
- [Complete a Receiver / Delete an Incomplete Receiver](#)



# Eastern Kentucky University

Purchase Order/Contract

CPO 8A, Jones 213

521 Lancaster Avenue

Richmond, Kentucky 40475

Voice: (859) 622-2246 \* Fax: (859) 622-2047

**B & H Photo-Video Inc.**

**420 Ninth Avenue**

**New York NY 10001**

**SHIP TO: Athletics**  
**Alumni Coliseum 115**  
**521 Lancaster Avenue**  
**Richmond, KY 40475**  
**Phone: 859-622-2121**  
**ATTN: Steve Fohl / Leslie Dunlap**

**PURCHASE ORDER P0029889**

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05/04/16

The Purchase Order Number MUST appear on all packages, invoices, correspondence and bills of lading.

Vendor #: 900005312

Terms: Net 30 unless specified

FOB: Destination

PO Type: Regular

Date Mailed: 05/04/2016

Submit invoices directly to:

ACC.apinvoices@eku.edu

Or mail to:

Eastern Kentucky University

Division of Accounts

CPO 3A, Jones 213

521 Lancaster Avenue

Richmond, KY 40475

Voice #: (859) 622-1810

Fax#: (859) 622-8069

\* Invoices prices cannot exceed bid prices. Any item not meeting specifications will be returned to vendor at vendor's expense.

No.	Quantity	Unit	Description	Unit Price	Amount
			All in accordance with contract #EI2013 & Bid No. 603752750		
1	1.00	EA	Canon EOS 1DX Digital SLR Camera/Free Kit/Reg SKU # / MFR #: CAE1DCJ / 0	4,489.0000	4,489.00
2	1.00	EA	Canon 24-70mm f/2.8L EF II (USM) Lens/USA SKU #/MFR #: CA247028LII / 5175B002	1,699.0000	1,699.00
3	1.00	EA	Canon Pixma Pro-100 Printer w/F Photo Paper/Reg SKU # / MFR #: CAPP100 J / 6228B002	399.1900	399.19

Sales Tax Exemption Certificate No. A605 applies.

DISCOUNT: .00

ADDL CHARGES: .00

PURCHASE ORDER TOTAL: 6,587.19

Signature: \_\_\_\_\_

*Andrea Rashell*

Purchasing & Stores Representative  
Division of Purchases & Stores

Vendor's Copy

# Wrap-up

- All orders require a Banner requisition, purchase order, receiver, and invoice before a vendor can receive payment for goods or services rendered. (FOIDDOCH)
- If a vendor is not set up, please email your request for Banner vendor ID creation with company W9 or completed Taxpayer ID Form to [adm.purchasing@eku.edu](mailto:adm.purchasing@eku.edu).

# Summary of Training

- Enter a requisition and get a purchase order before an order is placed with the vendor
- Personal Service Contract are required for professional services.
- You should be able to create a requisition for your purchase and complete a receiver.

# Important Phone Numbers

- **Accounting – 622-1810**  
For questions related to invoices, payments to vendors.
- **Budgeting – 622-8867**  
For questions related to budgets or fund/org security.
- **Central Stores – 622-3517**  
For questions related to warehouse inventory, or stores requisitions & commodity codes.
- **Purchasing – 622-1482**  
For questions related to off campus purchase requisitions, vendors, Ship To codes, commodity codes; policy & procedural questions concerning information to enter on a purchase requisition.



# Evaluation

You will receive an evaluation survey to assess this training class.

Thank you for your time today!