When preparing to make a purchase remember it is your duty to spend the university's funds responsibly by following purchasing laws, university policies and by obtaining competitive pricing and value.

What would you do if you were buying the item with your own money?

Purchases from external vendors using university funds can be made with three different purchasing processes: procurement card, purchase order or remittance voucher.

When preparing to make a purchase, first determine which process is appropriate:

1. Can I use a procurement card? Is the purchase allowable and will vendor accept it?
2. If cannot use the procurement card, then a purchase order must be obtained BEFORE making the purchase.
3. Remittance vouchers should be used only when other payment methods are not more appropriate. Please contact Accounts Payable or visit the Accounts Payable website for more information about remittance vouchers.

Quote: a document from the vendor that specifies the pricing for specific goods or services.
Requisition: a request from faculty or staff for the purchase of goods or services.
Purchase Order (PO): the official approved order from the Department of Procurement & Contract Services for the purchase of goods or services.
Invoice: a document from the vendor specifying the prices for the goods and services that have been received.
Payment: the payment by the Accounts Payable for goods and services after they have been received.

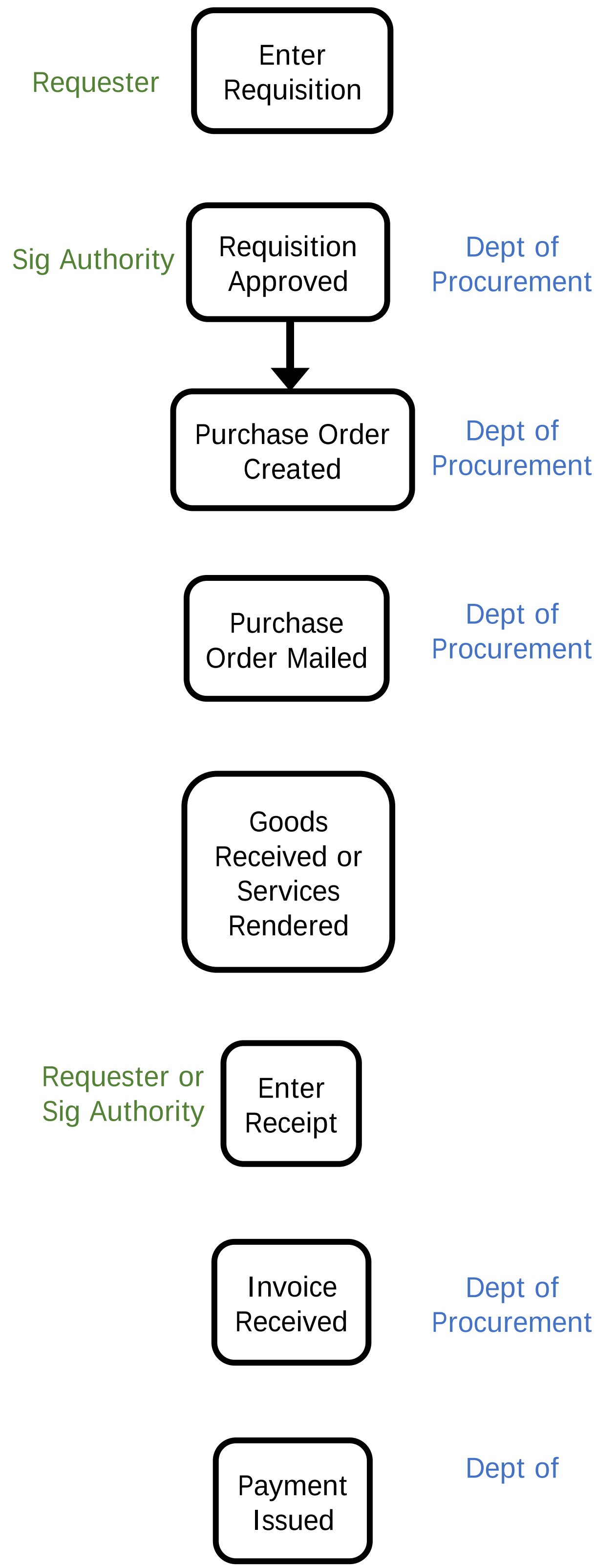
Procurement Card – can be used wherever VISA is accepted.
Requisition/Purchase Order – must be approved by the Department of Procurement and Contract Services ***before*** purchasing.
Remittance Voucher – only used for a few select purchases.

Procureme

Procurement cards CANNOT be used for the following:

Purchase a Good or Service with a Procurement Card

Transaction Reconciled and Receipts Uploaded


Requester
Enter Requisition
Sig Authority
Requisition Approved
Dept of Procurement
Purchase Order Created
Dept of Procurement
Purchase Order Mailed
Dept of Procurement
Goods Received or Services Rendered
Requester or Sig Authority
Enter Receipt
Invoice Received
Dept of Procurement
Payment Issued
Dept of

waste management and technology related services, are not exempt from the quote and bid requirements. If there are questions about requirements for a particular service, please contact

The university is exempt from paying sales tax in the State of Mississippi and has been waived from paying sales tax in several other states. Sales Tax Exemption certificates are located on the Office of the Controller's website under Tax Compliance. If you have any questions about tax exemption, please contact the Tax Compliance Officer at 601.266.4102.

Standing orders are zero dollar purchase orders that can be used to make multiple similar purchases throughout the fiscal year. For example, Fuelman services or the rental and refills of cylinders for scientific gases. Most repetitive, small dollar purchases can now be made on the procurement card, so standing orders should be reserved for vendors who do not accept Visa payments and/or purchases such as fuel that require a purchase order.

Standing orders can only be issued for one fiscal year at a time. All standing orders will be canceled on June 30 each year and will have to be renewed for the next fiscal year. Procurement & Contract Services will notify the campus community each spring when it is time to begin requisition entry for renewing standing orders for the next fiscal year.

iTech has standardized computer purchases for the campus. Requisitions are no longer required to make computer purchases. Standard computers/laptops are required to be purchased directly from iTech. The purchase will be processed similar to an Interdepartmental Invoice. If you require a computer different from the standard configuration, you can submit a quote and an explanation for the variation from the standard configuration to computer.orders@usm.edu.

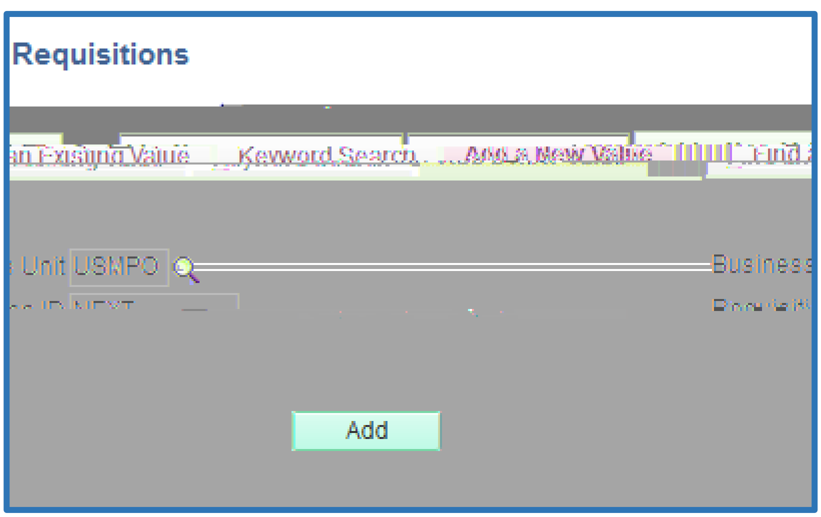
Please visit the iTech website for more information on departmental computer purchases.

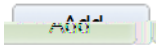
A budget signature authority is ***not*** equivalent to a contract signature authority.

Typically it is the Department of Procurement & Contra

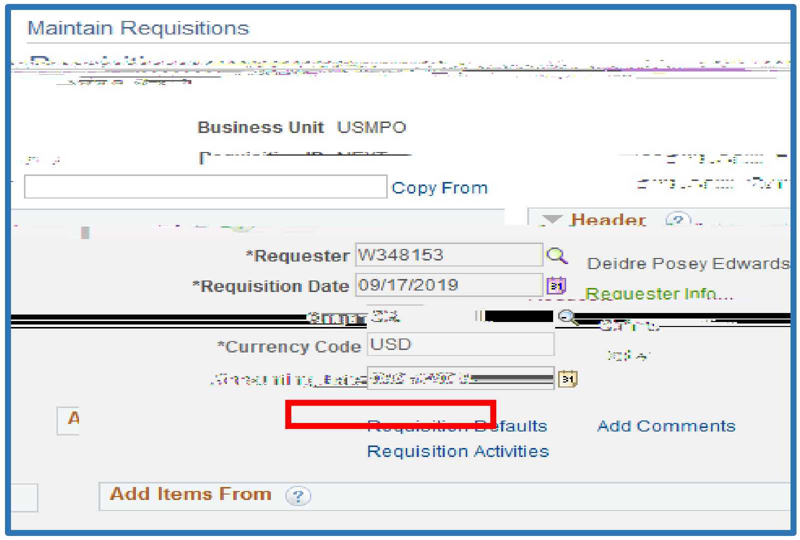
For a listing of the chartfields, visit this page on the Office of Controller's website:

The requisition is only the formal request.
The requisition must be approved by a signature authority and the Department of Procurement and Contrac

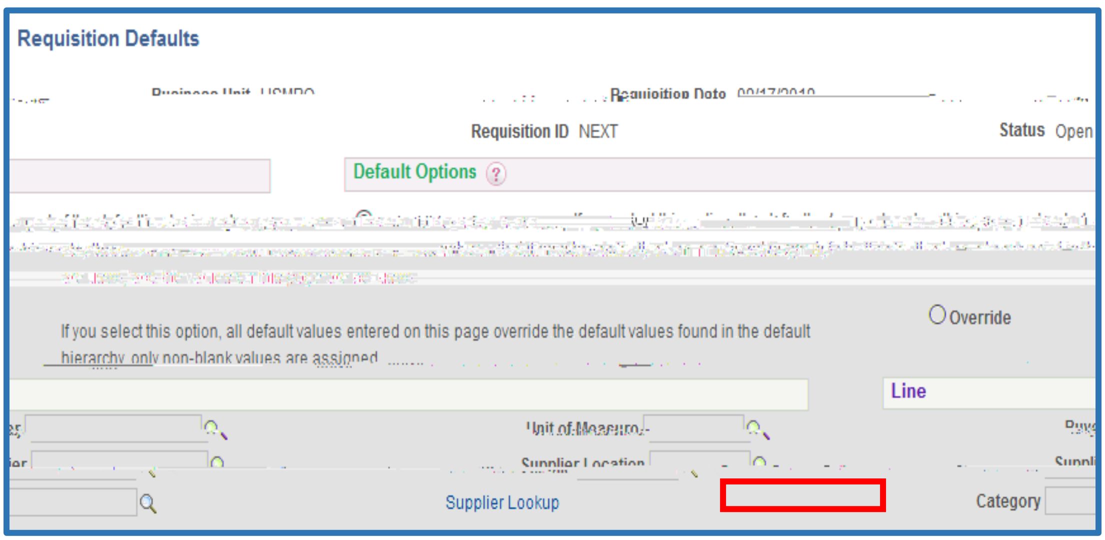


5. Click the  button.

6. Click .

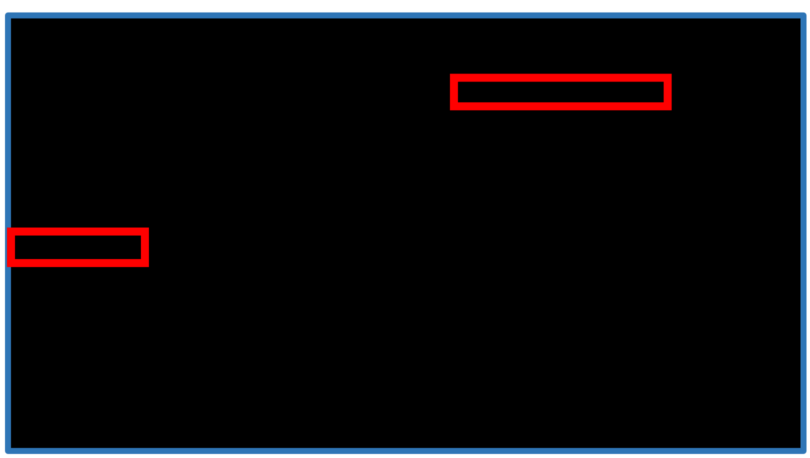


7. Click . Note: Don’t click the  next to Supplier. It will take a long time to load.



8. Enter of the vendor. If the vendor you need is not listed, then contact the Department of Procurement. You cannot enter a requisition if the vendor is not in the system.

9. Click the button.



10. Click and put a check mark in the Sel box next to the vendor you want to use.

11. Click .

12. Verify the address.

31. Enter desired comments. Check the and buttons.

32. Click to return to the main requisition page.

33. You have now completed the input portion of the requisition process.

34. Click and record your Requisition ID number.

35. If you want to print a copy of the requisition, this is the point where you will need to do so. If not, skip to Step 41.

36. To print the requisition, click . This will bring up a new screen (you will need to allow popups for these steps)

38. Click on the link.

39. Click on the window that pops up

40. Click the PDF option on the View Log/Trace screen. This will bring up a PDF version of your requisition that you can now print or save for your records. (pop-ups must be enabled)

41. Once you have saved your requisition and recorded the requisition number, the requisition must be budget checked. Click beside Budget Status. This will check the validity of the budget string being used.
    a. If you receive an error, double check the budget string being used and correct if needed.
    b. You may have to refresh the screen a few times if the budget check does not run the first time. Do not click the button to run the check a second time!

42. One budget status is Valid, click the green check mark in order to change the Status to Pending. Click yes if asked d

3. Click the add row button until you have the desired amount of rows.

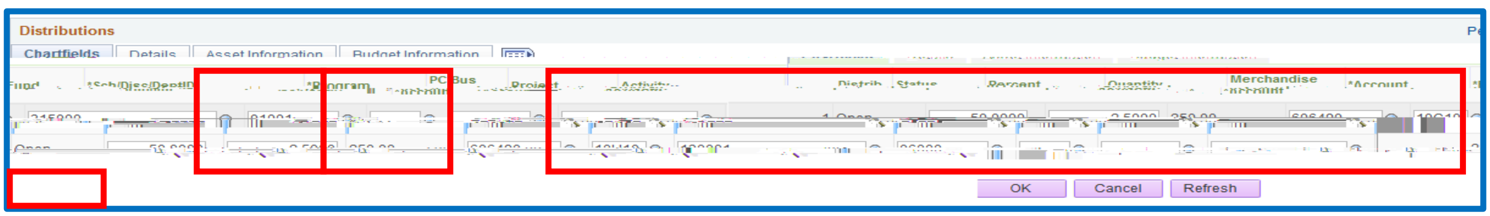
4. Change the Percent on the Distrib 1 row to whatever is appropriate. 50 is used for this example.

5. It will automatically change your Quantity
.
6. Check that the budget string on Distrib 1 row is correct.

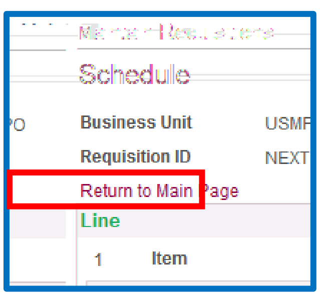
7. On Distrib 2 row, type in 50 for the .

8. Change the Account, Fund, Dept, Program, PC Bus Unit, and Activity as appropriate.

9. Click OK.



10. Click the link.



11. Go to Step 29 in the standard requisition instructions above to complete your requisition.

1. If you know the purchase order number already, then skip to Step 8. If you don't know your purchase order number, then complete the following steps.

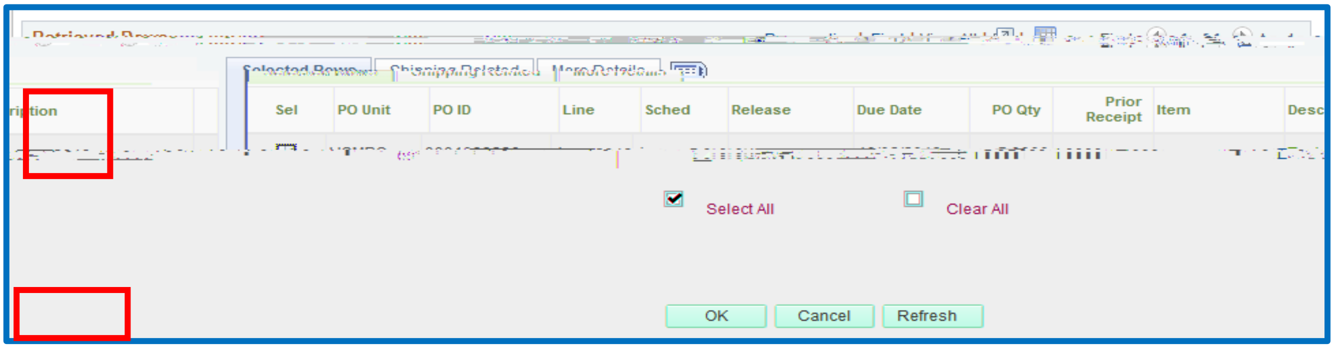
2. Go to

3. Under the tab, enter your .

4. Enter your . Click . If you don't know your , then enter your emplid for and click . Then select your requisition.

5. Click on

4. Check the boxes of the purchase order you want to receive or click Select All to view all lines of the purchase order. Click Ok.



5. Verify the quantities received are correct and click . The receipt ID will then populate at the top of the document and Receipt Status will be .