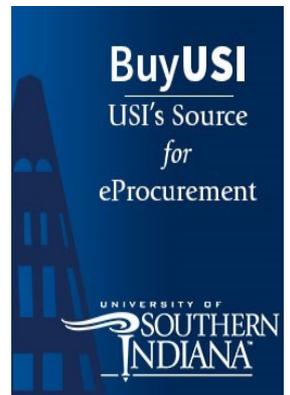


# PROCUREMENT POST

BuyUSI Newsletter      October, 2017



## Back to Basics

With a new academic year underway, there is no better time to brush up on some BuyUSI Basics:

- Request a quote for the item/service you wish to purchase
- Freight should be a separate line item for 1 LOT
- **NEVER** ask for an Invoice
- Confused on External and Internal Notes and Attachments? Click [HERE](#) for a breakdown on all four.
- You must go to your checkout and pull up your transaction to view why a transaction was rejected
- Use the Index code instead of typing out the FOAP elements
- Consult the Account Code spreadsheet linked on the front page of BUYUSI to chose the correct code
- Description should tell what you are buying, how it is being used or what you are doing with it. This information supports the account code chosen
- Business purpose should tell what department or program benefits from the purchase. This supports the Fund/Org chosen.



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## Contracts

- Contracts must be submitted as back up to a BuyUSI transaction.
- The unexecuted contract must be attached as an internal attachment.
- Financial Manager approval of the transaction is also giving their approval of the contract to be signed by the Director of Procurement. If the Director of Procurement approves the contract, then the contract will be signed and attached to the transaction as an external attachment. The contract will then be sent to the vendor with the purchase order.
- Contracts where no money is being exchanged will follow a different path for signature. In these instances, the contract will be emailed to the Director of Procurement for review. If approved, the contract will be signed, scanned, and emailed back to the sender.

To reduce risk by ensuring purchases are made in accordance with all applicable University by-laws, laws, regulations, codes, and ordinances and to maximize the University's purchasing power, the University expects employees to follow the procedures outlined above. As cited in the employee handbook, the University may take disciplinary action, up to and including termination, against any employee for failing to adhere to certain standards of behavior.

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