ISR All-Hands Meeting
August 3, 2011
Agenda

• Introductions (New Staff Members)
• Review of Purchasing/Contract Procedures
• Review ER and PRC Justifications
• Q&A
Introductions

• Sharon Blazeевич
• Keri Burd
• Agustin Medici
Review of Purchasing and Contracts

- Payment Methods
- Procurement Card
- Purchase Order
- Expense Report
Procurement Card

- Used for day-to-day transactions, generally under $999
- May be used for dining/hotels in Allegheny County ONLY, not for travel
- May be used for the acquisition of services under the limit (catering, off-sit dinner, etc.) if and only if a contract is in place or the vendor is preferred
- Requires original receipts and completion of allocation process
Purchase Orders

- Used for ‘big-ticket’ items, to pay for services, or for things that cannot be placed on the procurement card (e.g., a conference room at a hotel in San Diego)

- Contracts MUST be used for services obtained from non-preferred vendors

- See Procurement Website for a list of current preferred vendors
Expense Reports

• Designed to reimburse individuals for expenses incurred on behalf of the university

• Refer to the BTE policy for details on what is and is not acceptable and for the process to request policy exceptions

• Should not be used to pay for services under any circumstances
Contracts

- Need to obtain services from non-preferred vendors
- Put into place by the University Contracts Office
- All requests for contracts with non-preferred vendors (or short-form agreements with “master agreement” vendors) need to come through the business office
Contracts

- The contract process can take 6-8 weeks to complete, not including time to get the vendor in the system
- We need your help to obtain information from the vendor to enable the process to move quickly and easily...
What Does This Mean?

- Need your help to get things like...
  - Initial quote or statement of work
  - Contact information for the vendor
  - Supplier Information Forms from the vendor
  - Other documentation, that might include an insurance certificate, liquor license, etc.
- And we need you to get us these things well in advance of your event or deadline.
- *If you need to do something at the last minute... use a preferred vendor!*
Justifications

- We hate rejecting your ERs and PRCs.
- We really, really hate rejecting them.
- It takes all of us extra time.
- So...
ER Reports: For every line...

- **Who** is the expense report for (including title or role if a student)
- **What** the expense report contains
- **Where** the expense occurred
- **When** the expenses took place (for a trip this will be a date range)
- **Why** the expense was incurred (the business purpose)
In other words...

- Various expenses for Bob Smith, Professor, related to trip to ICSE conference in Vienna, Austria, May 1-10, 2011, where Dr. Smith was the invited keynote speaker.

- Remember: For each and every expense contained within the ER, each Justification Field should also include the 5W’s. The best bet here will simply be to copy and paste from the Purpose Field to augment specifics about each individual expense.
PRC Reports: For every line...

• **Who** was the purchase made for (including title or role if a student)

• **What** was purchased, in detail

• **Where** the item was purchased *and* where it will be used

• **When** the item was purchased (the date on the invoice or receipt which may or may not be the transaction date)

• **Why** the expense was incurred (the business purpose)
In other words...

- Case of printer paper and toner refill for Dr. Bob Smith’s (Professor) office HP printer from Amazon.com on May 1, 2011, to enable printing of CMU-related documents at 300 S. Craig.
Q&A