

# College of Health and Human Sciences

## Purchasing Center Standard Operating Procedures

### ORDERING

#### Requests can be placed the following ways:

- From the link below clicking on Request for Purchase Under \$10,000 and completing the online purchasing form [http://www.purdue.edu/hhs/faculty/business\\_office/purchasing\\_center.html](http://www.purdue.edu/hhs/faculty/business_office/purchasing_center.html)
- By pre-trained/designated employees with the ARIBA Requisitioner Role (Catalog orders only)
  - Additional information for Staff with ARIBA Requisitioner Role:  
Before ARIBA Requisitioner Role is assigned, the user must attend/complete the University's ARIBA training. ARIBA Requisitioners must have knowledge of the accounts they will utilize when ordering. In addition, they agree to follow all policies and procedures of the University and the HHS Purchasing Center. An annual review of all University personnel holding ARIBA roles is conducted.

Purdue Purchasing has negotiated pricing discounts with many vendors. These discounts change as the market changes. By not using preferred vendors, the buyer and the University may pay more unnecessarily. These discounts and price changes are only communicated to those in purchasing. It is the best practice to place all orders with the HHS Purchasing Center as they are aware of all the University pricing discounts and can often find discounted pricing for the item that is needed.

**Order requests equal to or greater than \$10K** must be competitively bid. Procurement Services is the only authorized entity on campus that can perform these services. From the HHS Purchasing Center website [http://www.purdue.edu/hhs/faculty/business\\_office/purchasing\\_center.html](http://www.purdue.edu/hhs/faculty/business_office/purchasing_center.html) click on Request for Purchase over \$10K. Be sure to include HHS Purchasing Center on the form, so Central Procurement will include them when the order is ready to be placed. A **Request for Waiver of Competitive Bidding** is required for all proposed single source acquisitions.

#### When placing an order using the online purchasing form, the following information must be clearly provided:

- Enter Purdue Career account alias and Purdue email address
- Department/Unit name the purchase is for
- Name of requestor
- Name of items, catalog number, quantity and unit price (up to 10 items)
- Reason for the order/business purpose
- Name of the vendor
- Date that you need purchase to arrive
- Contact information or website link for the vendor
- Deliver/Ship to address (include building, room #, etc.)
- Account information/GL to charge order to (Fund, Order number, or Cost Center)
- Choose yes or no if more than one account will be used to pay
- Provide name of who has approved the purchase
- Drop down if have a quote or not
- Any additional information needed for Purchasing Center

**Information Technology Purchases: Approvals must be obtained from Purdue University IT personnel, who will forward the purchase request on to the HHS Purchasing Center.** No IT order can be placed without the appropriate IT approval. If it is not included in the order, the order will be returned so that the IT authorization can be obtained. Some examples of items that need approval; Software, Hardware, Laptops, Adapters, Webcams. Some items that do not need approval; flash drives, keyboards, and mice.

Orders are processed as quickly as possible. Due to the volume of requests, it is extremely important to allow processing time when making requests of items needed by a specific date and to clearly specify that date in the request.

## **P-CARD PURCHASES**

For all P-Card purchases, all necessary backup documentation relating to the purchase (receipts, packing slips, email documentation and any/all required forms). As soon as the purchase is made, all documentation must be forwarded to the HHS Purchasing Center.

**IT Equipment cannot be purchased using P-Cards.** If extenuating circumstances warrant an exception, that exception must be obtained in writing from Central Procurement prior to the purchase.

In some instances PCards may be used for booking airfare and other arrangements for group trips, such as Study Abroad. For individual employee business travel, Purdue Travel Cards and Concur should be used.

For more information please refer to Procurement Service Homepage on the HHS Purchasing Website. Under the **How to Pay Tab**, click on Purchasing Card. On the Purchasing Card Information Page, scroll down to **Purchasing Card Manual**.

## **PACKING SLIPS**

It is imperative that all packing slips are forwarded to the HHS Purchasing Center. Any problems with the order should be noted on the packing slip.

Delay in the HHS Purchasing Center's receipt of packing slips may result in delayed payment to the vendor as items cannot be received in the system to allow payment of corresponding invoices. All packing slips should be received in a timely manner, preferably within 48 hours of receipt of the goods ordered.

If a packing slip is missing or not provided with the order, please email the HHS Purchasing Center ([HHS Purchasing Center@purdue.edu](mailto:HHS Purchasing Center@purdue.edu)) and provide the following information: date received, vendor name, items received, quantity, backordered items, order complete or partial and if possible, any PO#/Order#/etc. that might be provided on shipment. This email will serve as confirmation of order/items being received and act as a substitute for a packing slip.

## **RETURNS**

For the return of any item to the vendor, contact the HHS Purchasing Center representative for processing. Purdue has specific procedures for returns. All items need to be sent to the Purchasing Center unless otherwise instructed by the Purchasing Center. Each vendor has their own deadlines for returns; most are less than 30 days and some charge a restocking fee.

## **PURCHASE APPROVAL GUIDELINES**

- Ensure valid, accurate account numbers and G/L numbers are being used and are listed on the order
- Ensure appropriate funds are available for the entire purchase to be made
- Ensure the requestor is authorized to expend funds/account being charged
- All non SPS funds for computers and software must be authorized by IT personnel and the department head
- All SPS grant funded purchases:
  - Ensure the order is within the project period of the grant
  - Ensure computers and software are authorized by the PI of the grant

## **HHS Purchasing Center**

- Always Verify that the G/L account number listed is allowable on the fund center utilized
- Ensure the individual initiating the request is authorized to place the order
- If using sponsored program funds, verify order is being placed during projected period