


## **PURCHASING DEPARTMENT POLICY AND PROCEDURES**

The purpose of this Standard Operating Procedure (SOP) is to outline the steps required for the acquisition of goods and services and subsequent payment for LIFE University.

### **PURCHASING - STANDARD**

Purchasing procedures have been established for the departments to follow as listed below:

1. Before requesting a quote for goods or services from a vendor, complete the W9/W8-BEN Coversheet using [this weblink](#) on the Procurement webpage. This will ensure we have current tax documentation for the vendor as well as provide them the opportunity to enroll in ACH (electronic) payments from A/P. Accounts Payable may also request an updated W9 from vendors that have not done business with LIFE University in over 12 months.
2. Using DocuSign (DS), submit a purchase requisition. DS will require all the necessary details to be completed before it will allow processing to the approval chain.
  - a. Utilizing the Signature Approval Chart (available on the Procurement webpage), send the requisition to the authorized approver for the designated department/object code. Approval signatures are typically a Department Head, Director, Dean, Executive VP and Executive VP for Finance or President.
-  3. Attach supporting documents (i.e. quotes, contracts) to the purchase requisition for inclusion in the document.
4. All purchase requisitions for capital equipment (object code 7050 with a lifespan of 3 years or greater, costing \$500 or greater), must be signed by the Executive VP of Finance.
5. All purchase requisitions with departmental coding for technology, hardware, software, media, computer related accessories and etc. need to be forwarded to the Chief Information Officer for authorization. The DocuSign form will designate the signature areas for the CIO and VP of Operations.
6. All requests for graphics, photography or media should be forwarded to the Marketing department for a quote before submitting the DocuSign request.
7. Any incomplete or incorrect DocuSign requests will be “Declined” and rejected for correction and resubmission.

8. All requisitions over \$10,000 should have three bids attached.
9. Once Purchasing processes, the request and records the purchase order (PO) or blanket purchase order (BPO) number on the form, DocuSign will send a completed copy to the Requestor via email.

### **PURCHASING – SPECIALTY**

Alternate purchasing procedures have been established for buying from Amazon, Perimeter Office Products, Home Depot and Sam's Club - the department head must request employee access for the specified vendor.

1. Amazon – Purchasing will initiate an email invitation to join the LIFE University account. Once accepted, the user will have access to place orders for their department.
2. Perimeter Office Products – Purchasing will request access for the employee from POP. Once created, POP will send the employee their login credentials. POP is LIFE University's first choice for office supplies.
3. Home Depot – Purchasing will submit the request for a HD credit card. Once processed a card will be issued and delivered to the requesting supervisor.
4. Sam's Club – Purchasing possesses the Sam's Club card. Authorized employees can come to the Purchasing office and sign out the card for single-day use. After completing their purchase, the card must be returned and receipt submitted via DocuSign using the "[Sam's Club Receipt Submission](#)" form.

### **INVOICING**

Once the vendor has processed your order and created an invoice, that invoice will be sent to the originating department for approval to pay. This is done so that you can confirm that your order has been received complete and to your satisfaction, before authorizing your payment. An exception to this processing procedure is allowed for recurring service invoices (i.e. mobile phone service) or those with BPO pre-approval with may be sent to A/P without sending to the department first.

Once the invoice is cleared to pay, follow one of the two methods below to send in your invoices to Purchasing for payment:

#### **Digitally:**

Using a PDF version of your invoice, and Adobe Acrobat Reader, do the following:

- 1) Stamp "APPROVED by..." (using stamper tool).
- 2) Add the PO/BPO number to the comment box if it is not printed on the invoice

- 3) Scan back to [purchasing@life.edu](mailto:purchasing@life.edu).

**Manually:**

On the invoice itself, write the following:

- 1) "Ok to Pay"
- 2) Your name (or initials) and today's date.
- 3) The PO/BPO number if it is not printed on the invoice.
- 4) Scan back to [purchasing@life.edu](mailto:purchasing@life.edu).

Accounts Payable must have an invoice to pay from, not *a statement, quote or estimate*.

Delayed vendor payments and unnecessary late fees may result if:

- The invoice is not presented in a timely manner.
- The invoice does not have a valid purchase order number.
- The invoice date precedes the purchase order number.
- The balance due exceeds the authorized PO amount.