UNIVERSITY PURCHASING DOCUMENT FLOW

DEPARTMENT makes decision to purchase goods/services.

COST??

Under $5,000
Use MarketPlace OR PCard
Obtain goods or services from MarketPlace or best source (using State Term Contracts if applicable)
MarketPlace order is entered in Peoplesoft. Payment is Paperless and bills to user fun source. P-Card orders paid electronically. Monthly statements reconciled by department.

$5,000 - $500,000
Use MarketPlace or Purchase Requisition
MarketPlace order entered in Peoplesoft. Submit Purchase Requisition with complete specifications, applicable justifications, backup, etc.
MarketPlace orders sent to supplier. Requisition assigned to agent. Agent reviews documentation. If Term Contract - Purchase Order issued. If not, University Quote is prepared and issued. Responses evaluated by department. Purchase Order issued.
Goods or Services completed by supplier. If applicable, department completes receiving report(s). MarketPlace order paid electronically. Other orders require invoice be sent to Accounts Payable for supplier to be paid.

Over $500,000
Use MarketPlace or Purchase Requisition
MarketPlace order entered in Peoplesoft. Submit Purchase Requisition with complete specifications, applicable justifications, backup, etc.
MarketPlace order sent to supplier. Requisition assigned to agent. Agent reviews documentation. If Sole Source purchase, agent issues University Quote or agent creates State Request to be sent to Division of Purchase and Contract for bidding and award.
Bids issued by P&C are sent to agency for review and recommendation of award. Purchase and Contract certifies purchase. University Purchasing issues purchase order.
Goods or Services completed by supplier. If applicable, department completes receiving report(s). MarketPlace order paid electronically. Other orders require invoice be sent to Accounts Payable for supplier to be paid.

PROCESSING TIME:
$5,000 - $500,000 processing time approximately 3 - 4 weeks from date assigned to agent.
Over $500,000 processing time approximately 6 - 8 weeks from date assigned to agent until purchase order issued.

CONTRACT REVIEW AND APPROVAL:
Contracts and supporting documentation submitted to Purchasing Contract Manager. Average contract review time may vary from 2 - 6 weeks depending on the complexity of the contract. In cases where negotiation of terms and conditions with the vendor is required, the processing time can increase tremendously.