



PURCHASING LEVEL 2

REVIEW OF STEPS TO PLACING AN ORDER

1. Research the parts/service you need.
2. You need a work order number.
3. Create purchase requisition (preq).
4. Send any quotes, justification, etc. to Materials Management.
5. Once preq is approved and required paperwork verified, Materials Management will place the order.

BIGGEST MISCONCEPTION

- **That a preq means you have authority to order the part/have vendor come for service.**
- **WRONG** – a preq is a request to order the part or service. It still has to go through the approval process and get placed on a purchase order.
- Violations of this policy mean that we must send the preq to the Director and then to the AVP to sign along with a reason why the policy was not followed.
- Exception is if it was an emergency.

Emergency Vs Rush

- Emergency

- You had to call in a vendor for service or order the part without having a PO# first.
- Example – a flood at night.
- Preq must be done the next business day.

- Rush

- You need the part or service ordered right away.
- Rush should be the first word in the description field on the preq line for each item so Materials Management knows to process it first. Can also put next to preq#.

APPROVAL LIMITS

- Every employee has an approval limit in Famis
 - Mechanic, Administrative - \$0
 - Supervisor/Planner Scheduler - \$5,000
 - Manager - \$25,000
 - Assistant Director/Business Manager - \$100,000
 - Director - \$250,000
 - AVP - \$500,000
 - Even after preq has been approved in Famis by all parties, it still has to go through our approval process as a second check.

GENERAL RULES REVIEW

- 1) Must have a PO# before ordering any part or service. You cannot verbally order something or use the preq# as your order (unless it is an emergency).
- 2) Have clear and complete description – i.e. do not just put “per quote” – must list details. If you have spoken to someone at the vendor, note it.
- 3) Cannot split job into multiple preq’s.
- 4) Must be an approved vendor.
- 5) The information put next to the preq# does not transfer to the PO.

GENERAL RULES REVIEW

- 6) Vendors do not have access to the work order# or preq#.
- 7) Only one part per line on the preq.
- 8) Emergency is when you had to call in the vendor without getting a PO# first. It should be the first word in the description field on each preq line and next to the preq#. Preq should be done within the next business day.
- 9) Rush is when you need the preq processed right away but it has not been ordered yet. It should be the first word in the description field on each preq line and next to the preq#.

QUOTES & SPJCI

- Under \$1,000 – quote not required but recommended.
- Between \$1,000 and \$25,000 – quote required. If scope of work not known then use not to exceed (NTE) amount but be as accurate as possible.
- Over \$25,000– three quotes required. If scope of work not known then use not to exceed (NTE) amount but be as accurate as possible.
- Over \$25,000 – Supplier Price Justification and Conflict Information (SPJCI) form required as well. In addition the Additional Justification for Req's over \$25,000 must also be filled out and req's will be reviewed by University Finance office.

Supplier Price Justification & Conflict Information

Section A – bids

University or Hospital Contracted Supplier
 – vendors negotiated by Corporate Purchasing
 for University-wide contracts - not necessary
 to have other bids when using these vendors:

- Champion Moving
- Hill & Markes
- Otis Elevator
- Waste Management
- Wesco

Supplier Price Justification and Conflict Information (SPJCI) Form

Required for UR, URM and HH Sponsored and Non-Sponsored Fund Purchases

Date	Req#	Vendor	Requested by	Phone
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Department must submit a completed SPJCI Form for all purchases; if the total is \$25,000 or greater.

Complete all applicable sections, sign and attach all supporting documentation (proposed contract, all quotes, analyses, etc). Provide full explanation, complete description and/or list all relevant reasons where space has been provided. The rationale must be clear and convincing, avoiding generalities. **Incomplete forms or forms lacking sufficient detail cannot be approved and may be returned possibly delaying issuance of a purchase order.**

Note: Departments are responsible for retention of all justification and supporting documentation needed to support a compliance audit for all Purchases, whether the purchases are internal and/or direct made via Contract, Requisition, Request for Payment, Supplier Invoice Request, SOLO, P-Card, Petty Cash, etc.

SECTION A - Written Quotes, Proposals, and Competitive Bids - Purchases >= \$250,000

Competitive Bids - Purchases >= \$250,000 require multiple written formalized bids through a competitive proposal process and require a cost price analysis be performed in conjunction with the bid review process.

(Same Item quote by multiple suppliers): Attach bids/quotes/proposals to this form. Record below.

* The use of a competitive bid and negotiated agreement on behalf of the University (i.e. University or Hospital contracted standard supplier) satisfies the bid requirements.

Identify the Purchasing Staff member who assisted with obtaining and analyzing the quotes:

	Total/Quoted Price	Quote Attached?		Small Business?	
1	\$ _____	Y <input type="checkbox"/>	N <input type="checkbox"/>	Y <input type="checkbox"/>	N <input type="checkbox"/>
2	\$ _____	Y <input type="checkbox"/>	N <input type="checkbox"/>	Y <input type="checkbox"/>	N <input type="checkbox"/>
3	\$ _____	Y <input type="checkbox"/>	N <input type="checkbox"/>	Y <input type="checkbox"/>	N <input type="checkbox"/>

*University or Hospital Contracted Standard Supplier?

Name	Quoted Price	Y <input type="checkbox"/>	N <input type="checkbox"/>
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Supplier Price Justification & Conflict Information

Section B

If only 1 bid was obtained then check the reason under the Non-Competitive section.

If there were multiple bids but the low bid was not selected then check all the boxes that apply.

If you obtained multiple bids and did select the lowest bidder then you don't have to fill out this page.

Supplier Price Justification and Conflict Information (SPJCI) Form

Date	Req#	Vendor	Requested by	Phone
SECTION B – Non-Competitive/Low Bid Not Selected – Required for all Purchases >= \$25,000				
<i>(Select one and explain)</i>				
Vendor Name:		Description of Product / Service:		
<input type="checkbox"/> Non-Competitive (no other company with known capability, proprietary or patented product/service)				
<input type="checkbox"/> The item or service is only available from a single source.				
<input type="checkbox"/> A public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation				
<input type="checkbox"/> The Federal awarding agency or pass-through entity expressly authorizes non-competitive proposals in response to a written request or as identified in the project proposal				
<input type="checkbox"/> After solicitation a number of sources, competition is determined inadequate				
<input type="checkbox"/> Low Bid Not Selected: (multiple quotes obtained but lowest bid was not selected for the following reasons: Technical requirements precision, tooling, reliability, etc., ability to maintain research continuity, past performance of alternative suppliers (poor performance, service, unavailability of parts, etc.). Identify other sources considered and basis for rejection (continue on back as necessary)				
<i>Please select the reason for recommending the above named supplier:</i>				
<input type="checkbox"/> The requested product is an integral part or accessory to existing equipment.				
<input type="checkbox"/> The service requested is for existing equipment, which can only be completed by the original manufacturer, or a manufacturer's designated service provider.				
<input type="checkbox"/> The requested product or service has a unique design, performance, and/or quality specifications that are essential to a particular research protocol or teaching needs and are not available in comparable products.				
<input type="checkbox"/> The requested product or service is essential in maintaining research continuity in the following manners (check all that apply)				
<input type="checkbox"/> Requested product is being used in continuing research experiments				
<input type="checkbox"/> For comparability of research results, the same product is required				
<input type="checkbox"/> This good/service has been identified an approved in this research grant contract				
<input type="checkbox"/> The requested service requires a supplier that can demonstrate unique skills or experience				
<input type="checkbox"/> Emergency – The goods or services are needed to correct or prevent an emergency health, environmental or safety hazard, special or time sensitive events; and/or emergency repair or replacement of existing equipment essential for daily operations				

Supplier Price Justification & Conflict Information

Section C – Cost/Price Analysis

Check the boxes that apply.

Section D – Conflict of Interest

If a conflict of interest exists the SAVP will need to sign the Justification form as well.

Supplier Price Justification and Conflict Information (SPJCI) Form

Date	Regr	Vendor	Requested by	Phone
SECTION C – Cost/Price Analysis – Required for All Purchases > = \$25,000				
<i>(Select all below that support determination that this purchase is fair and reasonable)</i>				
<input type="checkbox"/> Competitive Bids (see page 1 for summary of responses)				
<input type="checkbox"/> 2 written quotes attached (2CFR200 requirement for Grant (GR) Purchases)				
<input type="checkbox"/> Contract prices reflecting savings that are not available to the general public (University-Wide, GPO, GSA, NYS or E&J). Please specify contract				
<input type="checkbox"/> Quoted prices compare more favorably than in-house (University IT, ISD, Copy Ctr, Facilities) or national benchmarks (i.e. ECR1)				
Independent Estimate \$249,999 <input type="checkbox"/> (Include summary of independent estimates and supporting documentation of cost/price)				
SECTION D - Conflict of Interest				
Conflict of Interest Information – per University Conflict of Interest Policy.				
<input type="checkbox"/> No Conflict of Interest Exists (if checked, continue to Section E)				
Name of University affiliated individual with Conflict of Interest: <input type="text"/> Title: <input type="text"/>				
In addition to the information set forth in Sections A, B, and C above, check all brackets describing the process utilized to manage the Conflict of Interest:				
<input type="checkbox"/> The individual was excluded from all discussions and decision-making				
<input type="checkbox"/> The individual was involved (e.g. in discussions) but did not participate in the decision				
<input type="checkbox"/> The recommendation or decision was made by the individuals' supervisor				
<input type="checkbox"/> The recommendation or decision was made by internal individuals with appropriate expertise				
<input type="checkbox"/> An external expert recommended the purchase				
<input type="checkbox"/> Other management strategies and reasons (describe):				
IF A CONFLICT OF INTEREST EXISTS, THE UNIVERSITY'S SENIOR VICE PRESIDENT OF ADMINISTRATION AND FINANCE, OR HIS OR HER DESIGNEE, MUST APPROVE THE PURCHASE.				
<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED ON BEHALF OF SR VP OF ADMINISTRATION AND FINANCE				
By:				
Title: Associate Vice President of Purchasing and Supply Chain				Date:

Supplier Price Justification & Conflict Information

Section E – Minority and Small Business Information

This is only required to be filled out if you are using a Grant account (FAO will start with GR).

Supplier Price Justification and Conflict Information (SPJCI) Form

Date	Req#	Vendor	Requested by	Phone
Section E - Minority and Small Business Information - Required for all Federally Funded Purchases (FAO = GR) > = \$25,000				
Size Category	Number Solicited	Reason Not Solicited	Reason Not Selected	
Other-Than-Small Business		XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	
Small Businesses (including ANC's and Indian Tribes)		Select from List	Select from List	
Small Disadvantaged Businesses (including ANC's and Indian Tribes)		Select from List	Select from List	
Woman-Owned Small Businesses		Select from List	Select from List	
HubZone Small Businesses		Select from List	Select from List	
Veteran-Owned Small Businesses		Select from List	Select from List	
Service-Disabled Veteran-Owned Small Businesses		Select from List	Select from List	
Minority Owned Business		Select from List	Select from List	
<p>Instructions for completing above table:</p> <ul style="list-style-type: none"> ✓ Write the number of suppliers solicited from each category in the second column (even if zero). ✓ For all categories not solicited, explain why in the second column using key 1-6 below. ✓ For the categories solicited but not selected, put the reason in the fourth column using the key A-F below. 				
<p>1. Government/Customer Directed Sources</p> <p>2. Follow-up work to previous P.O./contract (awarded to same supplier)</p> <p>3. Company-wide Purchasing Agreement exists for this product/service</p> <p>4. Sole Source (only approved supplier, proprietary item)</p> <p>5. No known Small Businesses (checked Central Contractor Registration Dynamic Small Business Search www.ccr.gov & other sources)</p> <p>6. Category not solicited for another reason (explain below)</p> <p>A. Company did not offer the lowest price</p> <p>B. Company was found to be not qualified (explain below)</p> <p>C. Company was not the best offer for reasons other than price (explain below)</p> <p>D. Company did not respond to the solicitation</p> <p>E. Company stated it was not interested in the work</p> <p>F. Other - Explanation Required (explain below)</p>				

Supplier Price Justification & Conflict Information

Last Page

Signature of requestor required for all orders.

Director signature is required if any of the following applies:

- Three bids are obtained and the lowest bid is not selected.
- Less than three bids are obtained.

Supplier Price Justification and Conflict Information (SPJCI) Form

Date	Reqt#	Vendor	Requested by	Phone
<p><i>Department Administrative Authorization/Certification (Department Administrator, Principal Investigator and or delegate and Sponsored Research/Financial Administrator) that the information provided is correct. By signing, I confirm that I am aware of University of Rochester's Competitive bid requirements in support of Federal guidelines (for federal project related purchases) the need to consider small and/or minority businesses for procurement transactions.</i></p> <p><i>Please print and sign before sending</i></p>				
Name (print)		Title & Signature		Date
Name (print)		Title & Signature		Date

FOR PURCHASING USE ONLY
Category Manager / PA Reviewed
Senior Category Manager Reviewed
Category Director Reviewed
Assoc VP Reviewed

Purchasing Rush Form



UNIVERSITY of ROCHESTER

Corporate Purchasing Special Handling Form

To: Corporate Purchasing
44 Celebration Drive, Suite 2.200
Rochester, NY 14627

Phone: 585---275---2002
Fax: 585---273---1241
Intramural Address: RC Box 278901

Department Contact Information

Requestor: _____
Department: _____
Phone: _____
Fax: _____
Intramural Mail Address: _____

Date: _____
Requisition Number: _____
PO Number: _____
Pages: _____
Vendor: _____
Commodity Team: _____
(Purchasing Use Only)

Please complete all lines. Attach additional pages or information as necessary to clarify your request.

Special Handling Request

You will be contacted by Corporate Purchasing if your request *cannot* be processed as is for a rush.

Please make sure correct contact information has been provided in case there are questions.

Please charge \$75 Rush Service Fee to FAO: CM SC 5 5 4 0 0

(no Grants allowed)

Arrangements for completion of the rush transaction will not be made until an account number is designated.

Reason for Rush:

Corporate Purchasing Use:

Revised 3/2015

Types of Purchase Orders

- Standing Purchase Orders
 - PO's set up through Purchasing for normally 1 year for frequently used vendors or vendors that may need to be brought in on an emergency basis.
 - Can be for material or for service for any amount, but even if we do have a SPO we may put higher \$ preq's on a separate PO.
 - Assuming you have submitted all required paperwork, we can give you the PO# right away.
 - Release # is issued against the SPO – is not valid without the release #.

Types of Purchase Orders

- I purchase order
 - PO# is 6 digits followed by -I
 - Can only be for material or for a repair being done offsite up to \$1,000. Cannot be for service.
 - PO# can be given right away.
 - If we don't have a SPO with the vendor, this is the next type of PO that we look at.

Types of Purchase Orders

- Purchasing/312 req PO
 - If we can't do a SPO or an "I" PO then we have to do a 312 req to Corporate Purchasing and request a PO from them.
 - Depending on their workload and the vendor status this can take anywhere from a couple days to several weeks.
 - Important: if a rush order then you must do the Purchasing Rush form.
 - If you keep having to wait for this type of PO for a particular vendor, you need to let us know so we can set up a SPO with them.

Preq/PO status

- Preq
 - Requested – still needs to be approved by someone
 - Approved – preq is approved and with Materials Management to process
 - Placed – preq has been turned into a purchase order
- Purchase Order
 - Open – PO has been sent to vendor and waiting for confirmation
 - Placed – PO has been confirmed by vendor with pricing and delivery date
 - Complete – PO has been received

Supervisor/Manager/Director/ SAVP Responsibilities

- Review preqs that require approval in a timely manner. Materials Management does not see the preq until it is approved.
- Make sure all documentation is accurate & complete.
- If going to be out then transfer your approval. The person you are transferring approval to must have authority to approve a Preq and be at the same level or higher than you are.
- Automatically reverts back when time expires but the preq's that transferred over do not come back to you.

Preq Approval

- Approval is done on Purchase Requisition Approval form found under Purchasing. **You cannot approve from the My Documents tab**
 - 1) Query the Preq#, if known
 - 2) You may also query by Next Approver and scroll through all Preqs to approve using the green arrows.
 - 3) If Preq looks okay, click Approve box next to each line
 - 4) Click Approve/Reject button
 - 5) If you have questions on an order, click View Line button to go to Preq line form

The screenshot shows the 'Purchase Requisition Approval' form in the FAMIS Xi application. The form is divided into several sections:

- PREQ Information:** Contains fields for 'PREQ Number', 'Next Approver', 'Status', and 'Previously Approved Amt.'.
- Line Items:** A table with columns for 'Approve', 'Reject', 'Line', 'Description', 'Status', and 'Line Amount'. The 'Approve' column contains checkboxes, with the first one highlighted in green.
- Total:** A field at the bottom right of the table area.
- Comments:** A text input field at the bottom.
- Buttons:** 'Approve/Reject' and 'View Line' buttons are located at the bottom of the form.

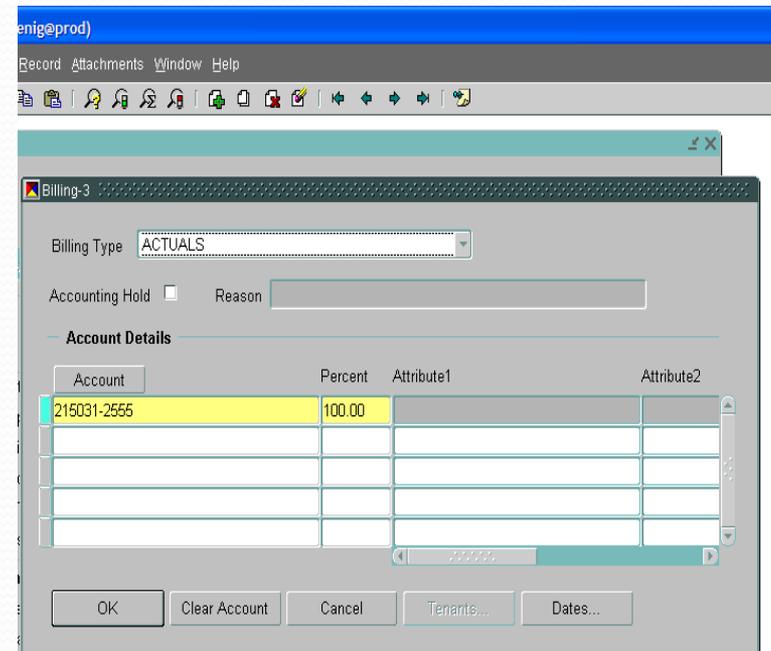
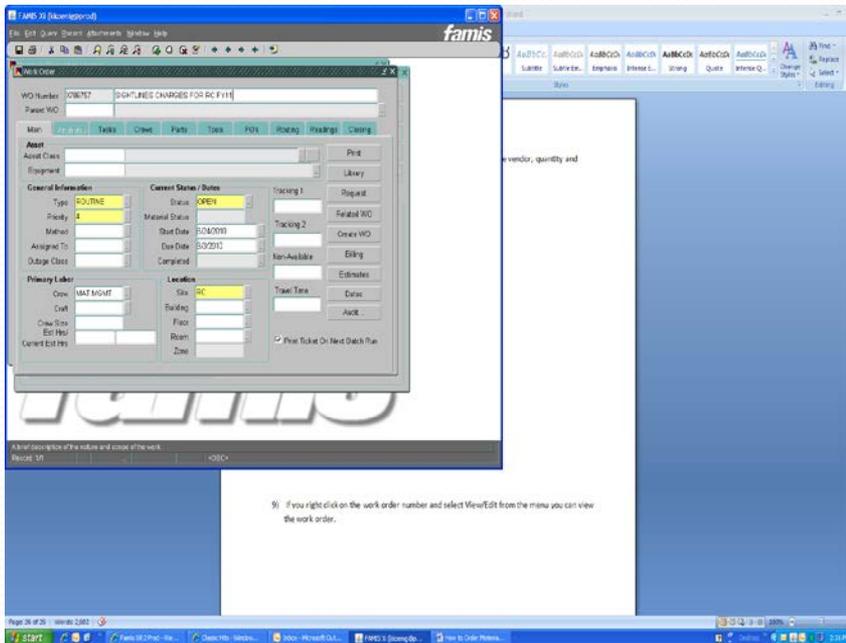
Numbered callouts indicate the following steps:

- 1: Points to the 'PREQ Number' field.
- 2: Points to the 'Next Approver' field.
- 3: Points to the 'Approve' checkbox in the 'Line Items' table.
- 4: Points to the 'Approve/Reject' button.
- 5: Points to the 'View Line' button.

Preq Approval – Work Order

- For questions on work order, note number from Preq form and query on work order form

- To view account number used, click Billing button on Work Order form to bring up Billing form



Tracking Your Order

- 1) Start at work order form to find status of Preq, delivery dates, or pricing. Continue as if creating new Preq until you get to Orders form.
- 2) There are two views: One shows Active Orders, and the other shows All Orders. Top portion lists Preq's, bottom portion list PO's.
- 3) In the Active Orders Only view, a Preq will only show if it has not been turned into a PO. A PO will only show if it has not been closed out yet.
- 4) To view a Preq, click on that line and click the View button.

FAMIS Xi (kkoenig@prod)

File Edit Query Record Attachments Window Help

Orders

Purchase Requisitions

Preq No.	Line	Status	Quantity	Vendor No.	Require Date

Active Orders Only
 All Orders

View...
Create Preq...

Purchase Orders

PO Number	Rel	Line	Status	Require Date	Qty. Ordered	Qty. Received	Received Date
UK215018-10	5	1	PLACED	25-JUN-2010	1.00		

FAMIS Xi (kkoenig@prod)

File Edit Query Record Attachments Window Help

Orders

Purchase Requisitions

Preq No.	Line	Status	Quantity	Vendor No.	Require Date
Q568382	1	PLACED	1.00	ARROWC	
Q568973	1	PLACED	1.00	ARROWC	
Q569518	1	PLACED	2.00	W012	

Active Orders Only
 All Orders

View...
Create Preq...

Purchase Orders

PO Number	Rel	Line	Status	Require Date	Qty. Ordered	Qty. Received	Received Date
UK220031-10	932	1	COMPLETE	30-JUN-2010	2.00	2.00	30-JUN-2010
UK-215018-10	5	1	PLACED	25-JUN-2010	1.00		
UK-215018-10	4	1	COMPLETE	17-JUN-2010	1.00	1.00	17-JUN-2010

Tracking Your Order Continued

This takes you to Preq line form.
Click PO button at bottom.

If Preq has been turned into a PO it
is listed here. Click view button.

Line Information
Line / Status: 1 PLACED
Date Required:
WO Number: X742113
Advise:

Part Information
Warehouse: RC
Part Number: MT
Commodity:
Urgent:

Suggested Vendor
Vendor No: W012 WESCO
Vendor P/N: GAS DIPPING STICK
Buyer:

Manufacturer
MFR:
Mfr Part Number:
Mfr Brand:
Substitution:

Description
FUEL DIPPING STICK 14'

Quantity & Estimated Price
Uop: Each View Conversion...
Quantity: 2.00
Unit Price: 17.0800
Amount: 34.16

Buttons: Dates..., POs..., Accounts..., OK, Cancel

PO Number	Status	Price	Ordered	Received
UK220031-10	COMPLETE	17.0800	2.00	2.00

Buttons: Dates..., Print, Quote..., Approve, Approval Routing..., Amount 34.16, View..., OK

Bottom buttons: Add Line..., View..., Reject, Total 34.16

Tracking Your Order Continued

This takes you to PO Line form

- A) Status of the order
- B) Confirmed delivery date (use Cur Required)
- C) Confirmed price
- Click OK button and will go to PO page where you can see PO# and release# (if there is one)

The screenshot shows the 'Purchase Order' window in FAMIS Xi. The title bar reads 'FAMIS Xi (kkoenig@prod)'. The menu bar includes 'File', 'Edit', 'Query', 'Record', 'Attachments', 'Window', and 'Help'. The main window title is 'Purchase Order'. Below that, the specific line is identified as 'Line Detail - UK220031-10 Line 1'. The form is organized into four main sections:

- General Information:** Includes fields for 'Preq No.' (0569518), 'Line' (1), 'WO Number' (X742113), 'Crew' (MAT MGMT), 'Warehouse' (RC), 'Part Number' (MT), and 'Commodity'.
- Status & Dates:** Includes 'Status' (COMPLETE), 'Org. Required' (6/30/2010), 'Cur. Required' (6/30/2010), 'Promised' (6/30/2010), and 'Last Rec'd' (6/30/2010). There are also checkboxes for 'Advise' and 'Urgent?'.
- Description of Parts or Services:** Includes 'Vendor Part No.' (GAS DIPPING STICK), 'Manufacturer', 'Brand', 'Mfr Part No.', and 'Description' (FUEL DIPPING STICK 14'). There is an 'Allow Substitutions' checkbox.
- Quantity and Cost:** Includes 'UOP' (Each), 'Quantity' (2.00), 'Original Unit Price' (17.0800), 'Current Unit Price' (17.0800), 'Freight', and 'Current Amount' (34.16).

At the bottom of the form are several buttons: 'OK', 'Cancel', 'Contact...', 'Approvals...', 'View UOP...', and 'Accounts...'. Three callout boxes are present: 'A' points to the 'Status' field, 'B' points to the 'Cur. Required' date field, and 'C' points to the 'Original Unit Price' field.

Finding Previous Order Information

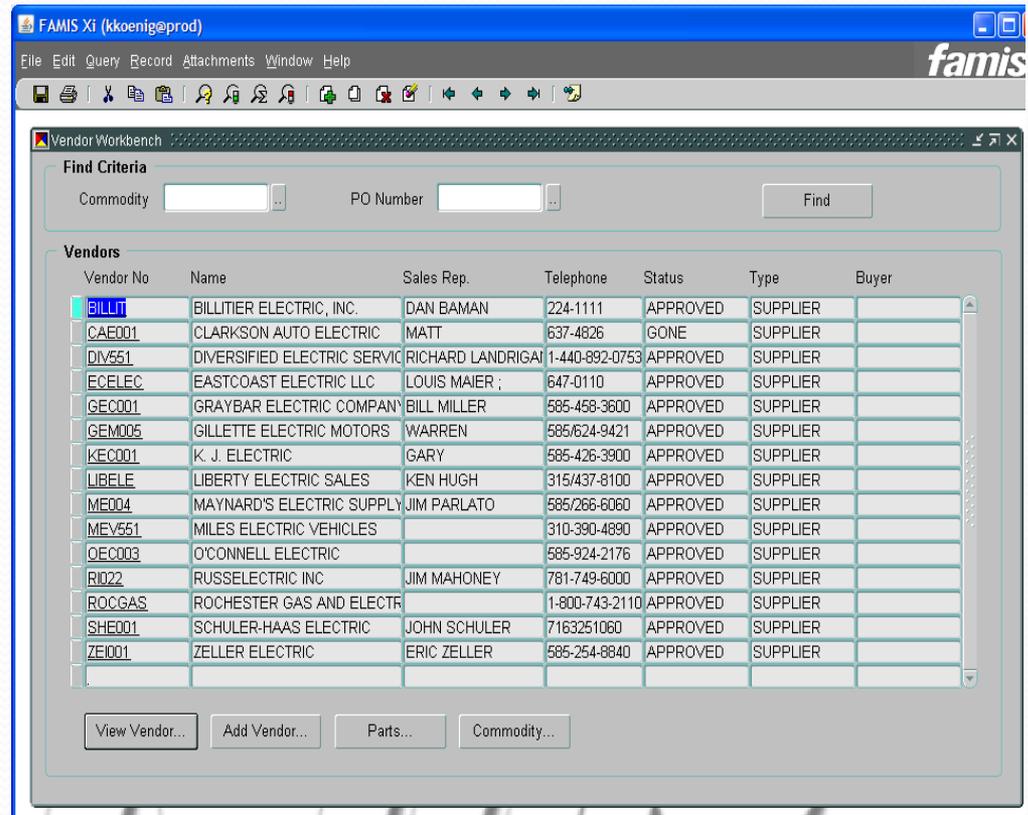
- To research previous orders that you or someone else placed, open a blank Preq and enter query mode

- Put name of person who placed Preq in Requested By box
 - Put partial description in field with % sign before and after
 - Once query is executed, use arrow keys to scroll through all Preq's
- This procedure also works on the PO form

The screenshot shows the 'Purchase Requisition' form in the FAMIS Xi application. The 'Requested By' field is highlighted with a box labeled '1'. The 'PREQ Number' field contains the text '%SHOWER CURTAIN%' and is highlighted with a box labeled '2'. The 'Deliver To' field is highlighted with a box labeled '3'. Below the form is a table with columns: Line, Part Number, Description, Status, QuantityUop, and Amount. The table is currently empty. At the bottom of the form are buttons for 'Add Line...', 'View...', and 'Reject', and a 'Total' field.

Vendor Workbench

- To research a vendor: Start on the Vendor Workbench form, located in the Parts folder
- Query the vendor name, using % sign to see list of vendors.
- To see more information on a vendor, click View Vendor button to go to the Vendor form



Vendor Form

- Vendor Sites tab shows address
- To see list of PO's, click PO History button and then click Find button on form
- To see further information on a PO click the PO line and click View button to go to PO form

Vendor: **BILLIT** BILLITIER ELECTRIC, INC.

General Information

Sales Rep: DAN BAMAN Type: SUPPLIER

Telephone: 224-1111 Status: APPROVED

Fax: 224-1110 Ship Via: GROUND

Disadvantaged: Freight Terms: DESTINATIO

Default Purchase Site: PURCHASE Shipping Terms: PREPAY&ADD

Vendor ID: **BILLIT**

Buyer: _____

Payment Term: NET 30

Purchase Order History - BILLIT

PO Number: _____ From Enter Date: _____ To Enter Date: _____ Find

Action: BOTH

PO Number	Release No.	Description	Status	Item Count
UK221621-10	112	AREA- 5-1210(NUTRITION RM) -	PLACED	1
UK221621-10	111	BILLITIER TO PROVIDE ELECTR	PLACED	1
UK206510-10	50		PLACED	1
UK221621-10	110	ELECTRICAL WORK	COMPLETE	1
UK206509-10	14	INSTALL FREEZER ALARM 2-43	PLACED	1
UK206509-10	13		COMPLETE	1
UK221621-10	109		OPEN	2
UK206510-10	49		PLACED	1
UK206509-10	12		PLACED	1
UK206510-10	48		PLACED	1
UK221621-10	108	BILLITIER OVERTIME WORK FO	PLACED	1

View...

WHAT HAPPENS IF?

- A job is quoted and preq/PO created but then additional work is added resulting in a higher price:
 - A new preq must be done for the new total amount. Current PO#/rel# should be referenced in the preq.
 - This ensures that the preq goes through the correct approval process.
 - If the original job was over \$25,000 or the new total results in the job going over this amount then a new justification form must be done as well.

WHAT HAPPENS IF?

- Preq/PO was done for a not to exceed amount (NTE) and when the invoice comes in it is higher?
 - If the amount is less than \$500 higher you do not need to do anything. (I.E. PO for \$1,000, invoice for \$1,400).
 - If the amount is more than \$500 higher, then a new preq must be done for the new total amount. (I.E. PO for \$1,000, invoice for \$2,000) Please reference the current PO#/rel# in your preq.

WHAT HAPPENS IF?

- PO done for various parts but requestor orders another part that is not on PO without doing a preq.
 - Preq must be done for the new part before it can be picked up.
- You don't know how to do a preq – can someone in Materials Management do it for you?
 - Sorry we are not allowed to do preqs for anyone else. It needs to go through the appropriate approval process.

Invoice Approval

- Any job based on Time & Material rates will be reviewed by the Financial Transactions Administrator to verify correct rates are being charged versus vendor's quoted rates/markup.
- It is the Requestor's responsibility to ensure that the number of hours and/or days worked are accurate and the material charged is appropriate for the job done.

Vendor Invoice Communication

- Letter will be sent to all vendors annually
 - Vendors may not start work without a valid PO#.
 - Send all invoices to UF&S Materials Management, not Finance Accounts Payable.
 - Invoice must include all required backup documentation – labor timesheets, material invoices, equipment rental invoices, mark-up, and subcontractor invoices, all as required.
 - Do not proceed with any work or ordering of materials (adjustments/increases to PO) without appropriate PO amendment.
 - Invoices must be sent in a timely manner.
 - Fuel surcharges are not allowed.
 - Partial invoices must be billed monthly.
 - The University reserves the right to audit each vendor.
 - Each vendor must adhere to University of Rochester Terms & Conditions.
 - The University maintains a Fraud hotline 275-1609. Anonymous reports may be made to Integrity Hotline at 756-8888.

Monthly Report

- Will be sent to UF&S Management
- Report will show on a tab for MC, RC & CU: requestor, vendor, preq dollar amount and preq description
- It is responsibility of management to review report.
- Second tab for each site on report shows number of open work orders

CREW	REQUESTOR	PREQ TOTAL	APPROVED BY	PREQ NO	ENTER DATE	WO NUMBE R	VENDO R	PREQ DESCRIPTION
CTSBBM	MSYDOW	\$95.16	RHIBBARD	Q632534	01/03/201	4	Z580992 WESCO	BOLLARD ANCHOR BASE
CTSBBM	MSYDOW	\$103.88	RHIBBARD	Q632694	01/08/201	4	Z472883 WESCO	MOP HANDLE AND HEADS
CTSBBM	MSYDOW	\$75.95	RHIBBARD	Q633061	01/15/201	4	Z472883 WESCO	FLASHLIGHT
CTSBBM	MSYDOW	\$207.40	RHIBBARD	Q633513	01/23/201	4	Z580992 WESCO	BOLLARD BASE
CTSBBM	MSYDOW	\$92.92	RHIBBARD	Q633594	01/24/201	4	Z472883 WESCO	AMERICAN PADLOCKS
	MSYDOW Total	\$575.31						
	CTSBBM Total	\$575.31						
CTSbsp	DSCHEMER	\$354.88	DSCHEMER R	Q633163	01/16/201	4	Z534229 WESCO	TEE
CTSbsp	DSCHEMER	\$1,350.00	DSCHEMER R	Q633222	01/17/201	4	Z552023 WESCO	POSTLE R & R WING 6" WATER MAIN REPLACEMENT (INVESTIGATE)
	DSCHEMER Total	\$1,704.88						
CTSbsp	MCCAPITAL	\$1,750.00	TFLEMING	Q633258	01/17/201	4	Z553547 WESCO	POSTLE R & SRB1418A - L/M TO INSTALL FLAPPER ON DRAIN PIPE
	MCCAPITAL Total	\$1,750.00						
	CTSbsp Total	\$3,454.88						
DATACT R	DBARRY	\$168.00	SPAOLINI	Q632916	01/13/201	4	Z596139 WARR N'S PAINT & DECORATING	DATA CENTER
	DBARRY Total	\$168.00						
DATACT R	DSCHEMER	\$200.00	DSCHEMER R	Q632373	12/30/201	3	Z511909 WESCO	PRO PRESS UNION PRO PRESS TO NPTE
	DSCHEMER Total	\$200.00						
DATACT R	JPACITTO	\$500.00	RPANIK	Q632914	01/13/201	4	Z596486 DAVIS-ULMER SPRINKLER CO., INC	SDC - DE-ACTIVATE FIRE SUPPRESSION SYSTEM 1-27-14
DATACT R	JPACITTO	\$622.20	RPANIK	Q633081	01/15/201	4	Z597630 WESCO	REPLACE BATHROOM FANS IN WOMANS ROOM (X2)
DATACT R	JPACITTO	\$250.00	RPANIK	Q633145	01/16/201	4	Z598054 DAVIS-ULMER SPRINKLER CO., INC	DAVIS ULMER CALLED IN FOR FIRE PANEL RESET
DATACT R	JPACITTO	\$6,465.00	WPOTEAT	Q633169	01/16/201	4	Z598212 WESCO	PURCHASE ALBER BATTERY CELL RECORDER
DATACT R	JPACITTO	\$254.72	RPANIK	Q633287	01/20/201	4	Z599270 WESCO	PURCHASE SPARE FUSES
DATACT R	JPACITTO	\$2,500.00	STEUGEMA N	Q633474	01/22/201	4	Z60115 WESCO	RUSSELE CTRIC EMERGENCY REPAIR CALL IN TO RUSSELECTRIC