College of Health and Human Sciences
Purchasing Center Standard Operating Procedures

ORDERING

Requests can be placed the following ways:

- Email request to HHSPurchaseCenter@purdue.edu
- College of Health and Human Sciences Purchase Request Form
- By Pre-trained/designated employees with the ARIBA Requisitioner Role (Catalog orders only)

*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 loses discounts. These deep discounts and changes are ONLY communicated to those in purchasing so it is always 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.*

When placing an order, the following information must be clearly provided:

- Name of the person requesting purchase
- Department/unit the purchase is for
- Requestor/ship to contact & phone number
- Ship to: Campus building name OR complete address if off campus delivery
- Purchasing method clearly stated (P-card or direct order)
- Vendor name & phone number/website (if specific vendor is requested)
- Date order/items are needed by
- Account information to charge order to (Fund, Order Number, RIO or Cost Center)
- If the order is charged to a grant, notation that it is an allowable expense and provide explanation
- G/L account number (if no number is provided, G/L 523900 is the default G/L account number utilized except for county extension programs whose default G/L account number is 523170)
- Reason for the order clearly and fully stated on the order form
- The item description, catalog/item number, quantity and unit price (along with where item was located and price was obtained) if it is known, should be provided; otherwise a description of the item needed so that it can be identified by the HHS Purchasing Center
- Approval and comptroller name/signature if done at the business office level

*Information Technology Purchases* (hardware or software): 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 to can be obtained.

*Recruitment Advertisements:* A copy of the original ad and approved Position Announcement Authorization Form (Office of Institutional Equity) MUST be attached on all recruitment advertisements.

All orders should be copied to the requisitioner’s business office for informational purposes at the same time they are forwarded to the HHS Purchasing Center for processing. This includes all orders submitted via email or in the One Purdue Portal by those in the department having the Ariba requisitioner role.

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.

*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.*

http://www.purdue.edu/business/procurement/SRM/requestBidding.html

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P-CARD PURCHASES

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

Airline ticket purchases and pre-registration expenses are allowed on the P-Card only for non-employees. Lodging expenses, car rental, meals, etc. are not allowable charges. All other travel related expenses, lodging expenses, and registration expenses must be processed through the Concur system.

For ALL P-Card purchases, all guidelines/information under the ORDERING section must be provided, along with 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 original documentation must be forwarded to the HHS Purchasing Center.

PACKING SLIPS
It is imperative that ALL packing slips are initialed, dated and forwarded to the HHS Purchasing Center. Any problems with the order should be noted on the packing slip. This is required for ALL orders, including orders from Guy Brown.

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 (HHSReceivingCenter@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 the 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 re-stocking fee.

PURCHASE APPROVAL GUIDELINES

Departmental
- 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
- Ensure the order has been forwarded to the department’s business office for reference purposes
- 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 the project period

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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.

SHOPPING CART NAMING CONVENTION

ALL shopping carts must be named using the following naming convention:

   HHS/DEPT/Account (Cost Ctr, RIO, or Grant #) /Vendor/Last Name of Requestor

   Example: HHS/HDFS/8000012345/GuyBrown/Smith

A shopping cart created utilizing a differing naming methodology will not be processed. The Requisitioner entering the shopping cart with the incorrect name will be notified that the cart has been rejected in writing and of the reasons why. After a Requisitioner is notified two times of an error, more training will be required of the Requisitioner to ensure that errors are eliminated. If a Requisitioner consistently makes errors placing orders or naming shopping carts (three times or more), it is possible that their ARIBA Requisitioner role may be removed.

Notes for Approval: This section must contain the following information:

   Fund, Account and approved by: (PI or Faculty, Unit Head (if needed), Fiscal Approver)

   (Example: 21010000 8000012345 approved by: Jane Doe)

If additional documentation is needed (such as email notes or approvals; grant budget notes; comments or verbal requests to order or approvals) it should be attached to the order.