

Central Stores PO Process

What you need to know:

- a) PREQs (PBAs) are received in Central Stores either manually (paper) or electronically (PointPlus).
- b) When/if a work order has more than one account number, Central Stores will do a RECHARGE for the purchase, then they get reimbursed from the work order.
- c*) When a campus department uses a CPFM 36 account for a PO, the purchasing center is not the same as Central Stores (the PO defaults to their purchasing center), so the PO has to be entered manually into FAMIS.

**this scenario can delay the recording of the PO in FAMIS for up to 30 days due to the disconnect in the process/work flow.*

PROCEDURE

1. Open Point Plus: <https://utdirect.utexas.edu/pointplus/index.WBX>
2. Buyers (see page 3) look at the list of PBAs to see which ones are theirs.
3. The Buyer looks at the PBA to determine the purchase.
 - a) Cooperative Buying – This is from the UT list of vendors.
 - b) Formal Bidding – over 25k
 - i) Created by Central Stores, bid sent to Purchasing.
 - ii) If under 100k, the bid has to stay on web for 14 days.
 - iii) If over 100k, the bid has to stay on web for 21 days.
 - c) 3 Bid – 5k to 25k
 - (1) Created by Central Stores, bid stays in house.
 - ii) Small Orders – up to 5k
 - iii) Procard –up to \$4900 per vendor per day
4. After bid is received, Central Stores will process the PBA or manually enter into PointPlus.
5. Once Point document is approved, it gets downloaded into FAMIS.
 - a) The part number determines if the PO is an inventory PO or a services PO.
 - i) The part 'number' is determined by whether CS will 'receive' the part or not.
 - (1) SERVICE: Purchase Orders for services (commodity OR services) that are delivered to/performed at a location other than Central Stores. For example: Furnish & Install, Repairs, Rentals, Etc. There is no Receipt in FAMIS. The invoice is created in FAMIS by Accounting.
 - (2) DIRECT: Purchase Orders for non-inventoried commodities that will be delivered to Central Stores. Receipt in FAMIS. No invoice creation in FAMIS.

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- (3) RECHARGE: Order for Departments on our Inventory Account number, as a pass through, to be reimbursed by the work order number assigned to the purchase by the dept. Used when insufficient funds on the account, purchase order is on an account number belonging to a campus department and would require the purchase order to route to their department for approval (which could cause a significant delay). Receipt in FAMIS. No invoice creation in FAMIS.
- (4) Numeric part # ie: 012345: When a FAMIS inventory part number is displayed, this order is a replenishment order for our in-house inventory.
 - ii) If there is something missing (work order number or if the work order is closed) then the PO must be fixed in the PO Download Error Form, then it will be able to be downloaded.
- 6. PO gets completed in FAMIS.
- 7. Services POs – Business Services enters invoice into FAMIS, once the PO is down to a zero amount, Business Services will COMPLETE the PO.
 - a) Inventory POs – The parts are received by Central Stores. The receipt or packing slip will be brought to the office admin assistant and they enter the receipt into FAMIS.
 - i) The receipt may take up to five days to manually get entered.
 - ii) If a shop has requested the parts, the Central Stores personnel receiving the parts will contact the shop to let them know that they have been received.

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Shop#	Shop Name	Buyer's Name	Shop Supervisor's Name
004	Steam & Plumbing	Gume Flores	Jesse Hill
006	LBJ Library	Gume Flores	Lee Halliburton
007	Electrical Shop	Gume Flores	Tom Akin
010	Central Stores	Lee Cannon	Ben Reid
013	Sheet Metal	Joe Galan	Henry Rostro
014	Instrumentation & Control	Joe Galan	Virgil Belk
019	Fire Safety	Joe Galan	Tammy Swaton
021	Carpenter Shop	Joe Galan	Armando Blanco
022	Paint/Sign	Joe Galan	Vacant
024	General Construction	Joe Galan	Robert Arredondo
025	Business Services	Lee Cannon	Cindy Brewer
026	Planning & Construction	Joe Galan	Shannon Hanney
027	PMCS Contracts	Gume Flores	Project Managers
028	Maintenance Operations	Gume Flores	Dan Costello
031	Custodial	Joe Galan	Sally Moore
032	Locks & Keys	Joe Galan	Gary Killinger
034	Furniture Shop	Joe Galan	Sandy Justice
035	Landscape Services	Gume Flores	John Burns
036	Events & Moving	Joe Galan	Greg Velasquez
038	Abatement Shop	Gume Flores	Kevin Alexander
039	Recycling & Sustainability	Joe Galan	Jeff Basile
040	Safety	Lee Cannon	Jennifer Root
045	Training	Lee Cannon	Jennifer Heath
046	Solid Waste	Joe Galan	Greg Velasquez
047	Director's Office	Lee Cannon	Mike Miller
091	Zone 1 Maintenance	Audrey Hurley	Tommy Bennett
092	Zone 2 Maintenance	Joe Galan	Herb Woerndell
093	Zone 3 Maintenance	Gume Flores	David Henry
094	Zone 4 Maintenance	Robert Hernandez	Andrew Stirton
Stock	1/2 Stock	Robert Hernandez	Rob Walker
Stock	1/2 Stock	Audrey Hurley	Rob Walker
	Blanket Orders	Lee Cannon	n/a
	Cell phones/pagers	Lee Cannon	n/a